broward community college

Ft. Lauderdale, Florida
1979-1980

Broward Community College

The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed at the College

General Catalog 1979 - 1980
BROWARD COMMUNITY COLLEGE

CENTRAL CAMPUS
3501 Southwest Davie Road
Fort Lauderdale, Florida 33314
581-8700

NORTH CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, Florida 33066
972-9100

FORT LAUDERDALE CENTER
College Administrative Offices
225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
467-6700

JUDSON A. SAMUELS
SOUTH CAMPUS
7100 Hollywood Boulevard
Hollywood, Florida 33024
962-4110

ACCREDITED BY
Florida Department of Education
Southern Association of Colleges and Schools

MEMBER OF

Florida Association of Community Colleges
College Entrance Examination Board
American Council on Education
Florida Association of Collegiate Registrars and Admissions Officers
Florida Association of Colleges and Universities
Southern Association of Community and Junior Colleges
American Association of Community and Junior Colleges
American Association of School Administrators
American Technical Education Association, Inc.
American Association for Higher Education
Florida Junior College Conference
Institute of International Education
Southern Association of Collegiate Registrars and Admissions Officers
American Association of Collegiate Registrars and Admissions Officers

An Equal Opportunity Employer
An Equal Opportunity Educator

Digitized by the Internet Archive
in 2011 with funding from
LYRASIS Members and Sloan Foundation

http://www.archive.org/details/collegecatalog197980brow

TABLE OF CONTENTS

		PAGE
	COLLEGE CALENDAR	6
	WHERE TO GO FOR HELP	10
I	**GENERAL INFORMATION ABOUT BROWARD COMMUNITY COLLEGE**	11
II	**SERVICES FOR STUDENTS ENTERING BROWARD COMMUNITY COLLEGE**	13
	Admissions	13
	Academic Advising	16
	Associate in Arts Degree	16
	Placement Testing	16
	Associate in Sciences Degree and Certificate Program	16
	Associate in General Studies	16
	Registration	16
	Counseling	17
	Financial Aid	18
	Placement & Career Services	17
	Types of Aid Possible	19
	Bookstores	21
	Orientation	20
	Payment	20
	Refunds (See "Student Fees")	20
	Student Employment	20
III	**ACADEMIC REGULATIONS**	22
	Adding, Dropping or Changing Schedule	22
	Conduct	22
	Withdrawal and Refunds	22
	Academic Load	22
	Classification of Student	23
	Semester System	22
	Semester Hour	22
	Ways to Complete Your Degree Faster	23
	Class Attendance	23
	Examinations & Tests	23
	Grading System	24
	Academic Honors	24
	Audit	24
	Honors Program	24
	Repeating Courses	24
	Graduation Requirements	24
	Honors at Graduation	25
	Transcripts	25
IV	**OTHER SUPPORT SERVICES AVAILABLE**	26
	Library	26
	Learning Resources	26
	International/Intercultural Education	26
	Food Service	27
	Health Services	27
	Student Government	27
	Inter-Institutional Relations	27
	SE Fla. Ed. Consortium	26
	Student Activities	27
	Sports	27
	Transportation	27
	Clubs, Organizations & Programs	27
	Fine Arts & Cultural Affairs	30
	Student Publications	30

V STUDENT FEES 31
VI PROGRAMS OF STUDY 31
ASSOCIATE IN ARTS PROGRAMS (A.A. DEGREE) 35
What is it? 35
Specific A.A. Degree Programs Available 35
Requirements for University Parallel A.A. Degree 35
ASSOCIATE IN SCIENCE PROGRAM (A.S. DEGREE) 38
What is it? 38
ASSOCIATE IN GENERAL STUDIES PROGRAM 40
What is it? 40
CERTIFICATES (See "Services for students entering .....") 39
COMMUNITY SERVICES 40
VII ACADEMIC DIVISIONS 41
Division of Allied Health Technology 41
Continuing Education 41
Dental Assisting Technology 41
Diagnostic Ultrasound Program 43
Emergency Medical Technology 44
Health Care Management 57
Medical Assisting Technology 46
Medical Laboratory Technology 48
Nursing Technology 49
Physical Therapist Assistant Technology 51
Radiation Therapy Technology 52
Radiologic Technology 54
Respiratory Therapy Technology 56
Veterinary Medical Assisting 57
Division of Business Administration 58
Accounting 58
Business Administration 58
Fashion Merchandising 58
Home Furnishings 59
Secretarial Science 59
Airlines 60
Banking 60
General Business 61
Court Reporting 61
Insurance 63
Marketing Management 68
Materials Management 69
Real Estate 69
Savings and Loan 70
Office Careers 71
Certificate Programs 72
Division of Communications 76
English 76
Journalism & Publications 77
Modern Foreign Languages 77
Reading 77
Communications for Second Language Students 76
Speech 77
Criminal Justice Institute 78
Corrections 80
Police Science 80
Criminal Justice 81
Crime Scene Technology 82
Division of Engineering Technology 83
Aerospace Technology 83
1. Aviation Administration 83

2. Air Traffic Controller 84
3. Career Pilot 85
Air Conditioning & Refrigeration 85
Architectural Technology 86
Contracting & Civil Engineering 86
Building Construction 87
Data Processing 87
Electrical Engineering Technology 90
Electronics Technology 90
Mechanical Engineering Technology 83

Division of Health, Physical Education & Recreation 91

Division of Humanities 92
Art 92
Drama 92
Music 93
Philosophy 93
Religion 93

Division of Mathematics & Science 95
Biological Science 95
Mathematics 95
Landscape Technology 95
Physical Sciences (Physical Science, Astronomy, Chemistry Engineering, Geology & Physics) 95
Pest Control 96

Division of Public Services 99
Dietetic Technician 99
Fire Science Technology 101
Hotel—Restaurant—Institution 102
One-Year Food Service 104
Pollution Prevention & Control Technology 104
Public Administration 106
Tourism Industries Administration Program 103

Division of Social Sciences 108
Pre School and Day Care Center 108
Suggested Child Development Program 108

Special Programs 109
Cooperative Education 109
Career Planning 109
International/Intercultural 109
Special Services 109
Honors Program 24

VIII COMMON COURSE NUMBERING SYSTEM 111

IX COURSE DESCRIPTIONS 113

X ADMINISTRATION AND FACULTY ROSTER 172

XI AWARDS 182

XII FOUNDATION 182

XIII ADVISORY COMMITTEES 183

XIV SCHOLARSHIP DONORS 186

XV DEFINITION OF TERMS 188

1979

AUGUST

S	M	T	W	T	F	S
.	.	.	.	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	.

SEPTEMBER

S	M	T	W	T	F	S
.	.	.	.	.	.	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	.	.	.	.	.	.

OCTOBER

S	M	T	W	T	F	S
.	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	.	.	.

NOVEMBER

S	M	T	W	T	F	S
.	.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	.

DECEMBER

S	M	T	W	T	F	S
.	.	.	.	.	.	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	.	.	.	.	.

1980

JANUARY

S	M	T	W	T	F	S
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	.	.

FEBRUARY

S	M	T	W	T	F	S
.	.	.	.	.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	.

MARCH

S	M	T	W	T	F	S
.	.	.	.	.	.	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	.	.	.	.	.

APRIL

S	M	T	W	T	F	S
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	.	.	.

MAY

S	M	T	W	T	F	S
.	.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	.	.	.	.	.

JULY

S	M	T	W	T	F	S
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	.	.

AUGUST

S	M	T	W	T	F	S
.	.	.	.	.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	.	.	.	.	.	.

COLLEGE CALENDAR 1979—1980

	TERM I Aug. 27—Dec. 21	TERM IA Aug. 27—Oct. 22	TERM IB Oct. 23—Dec. 21
LATE APPLICATION FOR ADMISSION Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late application after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than 1 year must update their residency affidavit at the time they register.	Aug. 3, '79	Aug. 3, '79	Sept. 28, '79
* ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY			
1. Currently enrolled students	Feb. 26— Aug. 21	Feb. 26— Aug. 21	Feb. 26— Sept. 5 and Oct. 17
2. New Students as indicated on Notice of Admission	Mar. 19— Aug. 21	Mar. 19— Aug. 21	Feb. 26— Aug. 31
**REGULAR REGISTRATION (8:30 AM to 8:00 PM)	Aug. 22, 23, 24	Aug. 22, 23, 24	Oct. 19, 22
FACULTY REPORT DATE	Aug. 23		
Last Day for 100% Refund for courses dropped or complete withdrawal	Aug. 24	Aug. 24	Oct. 22
CLASSES BEGIN 8:00 AM	Aug. 27	Aug. 27	Oct. 23
***LATE REGISTRATION—DROP & ADD	Aug. 27— Aug. 31	Aug. 27, 28	Oct. 23, 24
Schedule Change and adjustments: Advisor must sign the form to be processed. A three dollar ($3.00) fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College. Last Day for 80%		There is an 80% refund for courses dropped	
Refund for Courses Dropped	Aug. 31	Aug. 28	Oct. 24
HOLIDAY (Labor Day) No Classes Day or Evening	Sept. 3	Sept. 3	
Last Day for 80% Refund for Complete Withdrawal from College	Sept. 7	Sept. 7	Oct. 26
FALL HOLIDAY	Oct. 1	Oct. 1	
Last Day for graduation evaluations and to pay Graduation Fees	Oct. 5		
MIDTERM	Oct. 22		
STAFF DEVELOPMENT DAY	Oct. 30		Oct. 30
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Nov. 5	Sept. 21	Nov. 26
HOLIDAY (Veterans Day) No Day or Evening Classes on	Nov. 9		Nov. 9
Last Day for Student to Withdraw from any class	Nov. 30	Oct. 12	Dec. 14
HOLIDAY (Thanksgiving Day) No Evening Classes on	Nov. 21		Nov. 21
No Evening or Day Classes on	Nov. 22, 23		Nov. 22, 23
FINAL EXAMINATIONS	Dec. 17—21	Last class meeting	Last class meeting
TERM ENDS	Dec. 21	Oct. 22	Dec. 21
GRADES DUE TO CAMPUS REGISTRAR BY 10:00 a.m.	Dec. 22	Oct. 23	Dec. 22

* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

** Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00—5:45 PM.

***Late Registration after this date may be considered only in unusual or extenuating circumstances through September 5th. Contact the Campus Registrar.

COLLEGE CALENDAR 1979—1980

	TERM II Jan. 8—April 30	TERM IIA Jan. 8—Mar. 3	TERM IIB Mar. 5—Apr. 30
LATE APPLICATION FOR ADMISSION Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late applications after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than 1 year must update their residency affidavit at the time they register.	Dec. 14	Dec. 14	Feb. 15
*ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY BEGINS			
1. Currently enrolled students	Oct. 15—Dec. 28	Oct. 15—Dec. 28	Oct. 15—Jan. 14
2. New Students as indicated on Notice of Admission	Nov. 5—Dec. 28	Nov. 5—Dec. 28	
**REGULAR REGISTRATION (8:30 AM to 8:00 PM)			
FACULTY REPORT DATE	Jan. 3, 4, 7	Jan. 3, 4, 7	Mar. 3, 4
FACULTY REPORT DATE	Jan. 7		
Last Day for 100% Refund for Courses Dropped or Complete Withdrawal	Jan. 7	Jan. 7	Mar. 4
CLASSES BEGIN 8:00AM	Jan. 8	Jan. 8	Mar. 5
***LATE REGISTRATION AND DROP AND ADD Schedule change and adjustments. Advisor must sign the form to be processed. A $3.00 fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College.	Jan. 8—14	Jan. 8—9	Mar. 5—6
Last day for 80% Refund for courses dropped.	Jan. 14	Jan. 9	Mar. 6
Last day for 80% Refund from Complete Withdrawal from College	Jan. 22	Jan. 22	Mar. 14
HOLIDAY (Washington's Birthday)	Feb. 18	Feb. 18	
LAST DAY FOR GRADUATION EVALUATIONS AND TO PAY GRADUATION FEES	Feb. 29		
MIDTERM	Mar. 3	Feb. 1	Apr. 1
STAFF DEVELOPMENT DAY No Day or Evening Classes	Mar. 4	Mar. 4	
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Mar. 14	Feb. 8	Apr. 8
HOLIDAY (Spring Break)			
No Classes in Evening	Apr. 3		Apr. 3
No Day or Evening Classes	Apr. 4		Apr. 4
Last Day for Students to Withdraw from any class	Apr. 10	Feb. 25	Apr. 23
FINAL EXAMINATIONS	Apr. 24—30	Last class meeting	Last class meeting
TERM ENDS	Apr. 30	Mar. 3	Apr. 30
Grades due to Campus Registrar by 10:00 AM	May 1	Mar. 4	May 1
Commencement Exercises	May 1		

* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

** Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00—5:45 PM.

***Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.

COLLEGE CALENDAR 1979—1980

	TERM III May 2—July 31	TERM IIIA May 2—June 16	TERM IIIB June 18—July 31
LATE APPLICATION FOR ADMISSION Last day for new and returning students who have not been enrolled within two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late applications after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than one year must update their residency affidavit at the time they register.	Apr. 11	Apr. 11	June 2
ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY			
1. Currently enrolled students	Mar. 31— Apr. 28	Mar. 31— Apr. 28	Mar. 31— Apr. 28
* 2. New Students as indicated on Notice of Admission	Apr. 14—28	Apr. 14—28	May 19—June 13
**REGULAR REGISTRATION (8:30 AM to 8:00 PM)	Apr. 29—30	Apr. 29—30	June 16—17
Last Day for 100% Refund for courses dropped or complete withdrawal	May 1	May 1	June 17
FACULTY REPORT DATE	May 1	May 1	June 17
CLASSES BEGIN 8:00 AM	May 2	May 2	June 18
Last Day for 80% Refund for courses dropped	May 6	May 6	June 19
***LATE REGISTRATION AND DROP AND ADD Schedule Change and Adjustments. Advisor must sign the form to be processed. A $3.00 fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College.	May 2—6	May 2—6	June 18—19
Last Day for 80% Refund for Complete withdrawal from College	May 13	May 13	June 26
Last Day to change from Credit to Audit	June 30	May 30	July 16
HOLIDAY (Memorial Day) No Classes Day or Evening	May 26	May 26	
MID TERM	June 16	May 23	July 9
Last Day for student to Withdraw from any class	July 11	June 6	July 21
HOLIDAY (Independence Day) No Evening Classes on	July 3		July 3
No Classes Day or Evening	July 4		July 4
FINAL EXAMINATIONS	July 25—31	Last Class Meeting	Last Class Meeting
TERMS ENDS	July 31	June 16	July 31
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 AM	Aug. 1	June 17	Aug. 1

* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

** Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursday between 12:00—5:45 PM.

***Late registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.

COLLEGE CALENDAR 1980—1981—TERM I

Classes begin Aug. 25

* ON LINE REGISTRATION Advisement by Appointment Only	Begins Mar. 31—
1. Currently enrolled students	Begins Mar. 31—
2. New Students as indicated on Notice of Admission (8:30AM—8:00PM)**	Begins Apr. 28—

WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement ..... *Registrar*
Add, Drop, or Change Courses ..... *Counseling—Advisement Office and Registrar*
Admissions, Registration, and Academic Records ..... *Registrar*
Advisor or Counselor, and Assignment of ..... *Counseling—Advisement Office*
Alumni ..... *Development Office*
Books and Classroom Supplies ..... *Bookstore*
Pay College Bills, Adjustments in College Bill ..... *Bursar's Office*
Career Information ..... *Career Center 09*
Check Out Books ..... *Library*
Class Enrollment Overload Form ..... *Division Chairperson and Campus Dean of Academic Affairs*
Course Overload Form ..... *Counselor, Registrar, and Campus Dean of Academic Affairs*
Evaluation of Permanent Records for Graduation ..... *Registrar*
Gifts and Donations ..... *Development Office*
Help With Personal Problems ..... *Counseling—Advisement Office*
Illness ..... *College Nurse*
Loans, Scholarships ..... *Financial Aid*
Lost and Found ..... *Counseling—Advisement Office*
Parking Permit ..... *Student Services Building*
Permission to Organize a Club ..... *Vice-President for Student Development Director of Student Activities*
Public Relations, including News Releases, Brochures, Guest Speakers, and Promotional Events and Publicity ..... *Director of Public Relations*
Reading Help, Building 07, Central Campus Building 9, North Campus
Report Matters Needing Attention on Campus and in Buildings ..... *Vice-President for Business Affairs*
Student Activities, General ..... *Student Activities Office*
Student Work on Campus ..... *Financial Aid*
Test Results and Interpretation ..... *Counselor*
Transfer (In or Out) ..... *Registrar and Director of Admissions*
Waiver of Requirements Form ..... *Division Chairperson and Campus Dean of Academic Affairs*
Withdrawal from College ..... *Registrar*
IN CASE OF ACCIDENT REPORT TO: ..... *Instructor, College Nurse, or Security Officer*
For Reservations and Special Events in Hospitality Center ..... *Campus Provost*
Women's Concerns ..... *Special Assistant for Women's Affairs or Campus Women's Center*

General Information

The College

Broward Community College is one of twenty-eight colleges in the Florida system of Community Colleges. The programs and services are designed to help meet the needs for education and training in Broward County.

All responsibility, authority and control of the operation of the College is the responsibility of the College District Board of Trustees. Members of the Board of Trustees are appointed by the Governor and confirmed by the Florida State Senate. The District Board of Trustees is responsible to the State Board of Education and the State Commissioner of Education. Affairs of the College are regulated under rules developed by the State Board of Education. Activities of Broward Community College, and the other twenty-eight community colleges are coordinated in the Division of Community Colleges which is part of the Florida Department of Education.

History

Authorized by the Florida State Legislature in 1959, Broward Community College began to take form with the appointment of the local Advisory Committee under State Board of Education Regulations in October of that year. The first President was Dr. Joe B. Rushing, who assumed his duties on April 7, 1960. In the fall of 1960, the College opened its first session with 701 students in facilities formerly occupied by a Naval Air Station at the Fort Lauderdale-Hollywood International Airport. From the beginning, permanent facilities were planned. Upon completion of the initial permanent buildings, activities were moved from the Naval Air Station to the present Central Campus site on Southwest Davie Road in August, 1963.

From the first session the College experienced sound growth in facilities, number of students, and quality of its programs. In the fall of 1965, Dr. Rushing resigned as President and was succeeded by Dr. Myron Blee. Upon Dr. Blee's resignation in 1968. Dr. A Hugh Adams was chosen as the third President and assumed his duties on April 15, 1968.

Effective July 1, 1968, by Legislative action of the 1968 Florida Legislature Special Session, the College was separated from the School Board of Broward County and its Advisory Board became a governing District Board of Trustees. Since the summer of 1968, the College's enrollment has increased over 100 per cent. Projections indicate significant growth will continue over the next ten years.

Early in Dr. Adams' tenure of office, a comprehensive ten-year development program was inaugurated and it was completed and accepted as a general blueprint for the College by the Board of Trustees on January 20, 1970. This plan envisions three campuses (North, Central, and South), centers in high population density areas, and off-campus course offerings. Target dates for planning, construction, and openings have been tentatively established. Since multi-campus operations began, the current Davie Road 152-acre site is known as Broward Community College, Central Campus. Each campus will be designated appropriately in the same fashion. It is anticipated that the College will reach a total enrollment in excess of 20,000 by the end of the decade if its development plans materialize as projected.

Beginning with a limited university parallel program, the College has expanded its programs so that it is now a comprehensive community college offering work in varied technical areas as well as in university parallel curricula. Plans call for continual re-evaluation and adjustment so as to serve the educational needs of all facets of the Broward community, the State, and the Nation consonant with the College's purposes and its resources.

College administrative offices were moved to downtown Fort Lauderdale in early 1973. Located in the same building at 225 East Las Olas Boulevard is the Fort Lauderdale Center.

Philosophy

Because Broward Community College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for a purposeful, gratifying, and useful life in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students with varying educational and vocational goals and those which provide co-curricular activities and community services consistent with the concept of the community junior college. Operating in the larger context of local, state, regional and national higher education patterns, the College seeks to respond to the needs of the individual at his/her level of ability and development.

Purposes

Broward Community College has as its main purposes the following:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational opportunities for students who do not plan to complete a four-year degree program, but who can profit from the pursuit of a one-year and/or two-year program of technical, health, semi-professional and occupational education beyond the high school level.
3. To provide programs for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve as an educational and cultural center for Broward County and South Florida.
5. To provide special services, courses, and pro-

grams for groups with particular needs such as the culturally deprived, the senior citizens, those who need to learn new skills, and those who have specialized needs that can be met by short term credit and non-credit courses, seminars, lectures and classes, including regular offerings.

Accreditation

Broward Community College is accredited by the Southern Association of Colleges and Schools. It is also accredited by the Florida Department of Education. Allied health programs are accredited by the American Medical Association in collaboration with the appropriate agencies.

Equal Opportunity Policy

Broward Community College as an institution of higher learning is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement as well as participation in programs and activities are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, handicap, veteran status or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement his policy through appropriate personnel and by use of effective guidelines.

Broward Community College encourages the enrollment of qualified handicapped/disabled students. The College reviews periodically physical facilities to insure that access to education is maximized for all its students including the handicapped. Handicapped students are assured participation in all College activities and/or services as described in Section 504 of the Rehabilitation Act of 1973.

Sites and Buildings

The Central Campus on Southwest Davie Road contains about 152 acres and is situated in the Nova educational complex. Other institutions in the complex are the Nova schools and Nova University. Currently, the Central Campus has seventeen buildings and complete athletic and parking facilities. The site has been sodded and landscaped so as to enhance its esthetic qualities. An observatory and additions to the science and engineering technology buildings were constructed in 1973. A Fort Lauderdale Center is in full operation.

Located west of the Florida Turnpike at Exit 20 and south of Hammondville Road, the North Campus of approximately 113 acres in Coconut Creek had constructed on it the first permanent facilities beginning in the summer of 1970. This site is being landscaped as facilities are constructed. Two buildings were constructed during 1971 and occupied in January, 1972. A library/classroom building and a physical education building were constructed in 1973. Two buildings were completed in 1975 and one was completed in 1976-77.

The South Campus site has been designated at the North Perry Airport in Pembroke Pines on Hollywood Boulevard. Programs began during the 1977-78 year in the Pines Center at 7100 Hollywood/Pines Boulevard. A Hollywood Center now operates in a building made available through leasing arrangement with the Hollywood Memorial Hospital Board. This building is located at 3601 Johnson Street, adjacent to the hospital.

Services for Students Entering Broward Community College

Admissions

Admission to the College is based on a number of considerations, no one of which is the determining factor in deciding an applicant's eligibility for admission. Certain records and forms are required before a person can be unconditionally admitted to the College.

Here are the steps in applying for admission to Broward Community College

1. Contact any Campus Registrar's Office for the official application forms. The Campus Registrar, upon request, will send to a prospective student all the necessary information and forms for admission.
2. Complete all forms according to instructions given, and return them to the Campus Registar or mail to address on the application form.
3. Upon a review of all required information submitted by the student, the College Registrar's office then will communicate the decision of the College concerning his/her admission.
4. The College will accept qualified applicants on a space and staff available basis. Broward County residents will be given priority. The College reserves the right to deny admission to any applicant when appropriate ideals of scholarship and deportment are jeopardized.

General Admissions Requirements

1. Properly completed Application for Admission form.
2. Graduation from an approved high school or equivalency diploma (GED). To earn a GED, one must earn an average score of 45 with no score less than 40. Students interested in taking the GED should contact one of the Broward County Adult/Vocational Centers. These Adult/Vocational Centers are part of the School Board of Broward County, not Broward Community College.
3. Properly completed emergency information form.
4. Affidavit of Residency, if legal Florida resident. 6A-14.52 Florida resident for purposes of assessing student fees.

   (1) For the purpose of assessing registration fees, students shall be classified as Florida and non-Florida. A Florida student is a person who shall have resided and had domicile in the state of Florida for at least twelve (12) months immediately preceding the first day of classes of the current term of the community college to which admission is requested.

   (2) In all applications for admission by students as citizens of Florida, and in all applications for reclassification for admission by students as citizens of Florida, the applicant, or if a minor, his/her parents or legal guardian shall make and file with such application a written statement under oath that such applicant is a bona fide citizen, resident, and domiciliary of the state of Florida entitled as such to admission upon the terms and conditions prescribed for citizens, residents, and domiciliaries of the state; provided, however, that a district board of trustees may require other evidence of citizenship, residency, or domiciliary for persons seeking reclassification from non-resident to resident status. All students wanting to be reclassified must submit a copy of their "Declaration of Domicile."

   An Out-of-State Student is interpreted to mean one who has lived in Florida less than one year prior to the time of enrollment in the College. If he/she is under eighteen years of age, his/her parent(s) or legal guardian(s) shall have lived in Florida less than one year prior to the time of enrollment.

   Residence status is determined at the time of the student's enrollment in the College and may not be changed unless, in the case of a minor, his/her parent(s) or legal guardian(s) move to and become bona fide residents of Broward County and the State of Florida. To change residency status from out of state to in state the student's application for reclassification must be accompanied by a certified copy of a declaration of intention to establish domicile filed with the clerk of the circuit court.
   Changes in classification are made effective at the student's next registration not retroactively. Legal papers proving guardianship, if appropriate, must accompany the application.
5. Application Fee $10.00 (for credit and audit students enrolling in credit courses). Non-refundable.
6. A student whose attendance at the College is interrupted by more than two years may apply for readmission and if readmitted, will be subject to the rules and regulations that are in effect at the time he/she applies for readmission. Students out for more than one year must update their residency affidavit at the time of registration.

   Registration dates are listed in the College Calendar. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instruction which they have missed. Consult the College Calendar for the last date to register.
7. Official transcripts of all educational records are

required from all students who plan to earn a degree or certificate at Broward Community College.

a. High school graduates (no previous college) must submit an official transcript from their high school indicating their graduation date.

b. Transfer students who have attended another college or university must submit all transcripts from all institutions of higher education attended.

8. Students not planning to earn a degree or certificate at Broward Community College are not required to submit official transcripts of their educational record. These students must meet the general admissions requirements as noted above and if they have previously attended a college or university, they must be eligible to return. The students indicating they are non-degree seeking on the application are affirming that they meet these requirements when they sign the official Broward Community College Application for Admission. Non-degree students may change their status by a written request submitted to their campus Registrar. When this occurs, all transcripts required as noted above in No. 7 must be in the Registrar's Office prior to the degree seeking student's next registration.
9. Evidence of good character.
10. Complete information on the application for admission is required. Incomplete information will cause rejection of the application. False information will subject one to immediate dismissal without refund of fees paid.

The College reserves the right to request a physical, psychological, or a psychiatric examination from an applicant or student at any time that such course of action would seem to be in the best interests of the student and/or the College. Expenses incident to such an examination are the responsibility of the applicant or student.

Special Admissions Situations Students Still in High School

Superior high school students who meet the following requirements may attend Broward Community College prior to their high school graduation:

DUAL ENROLLMENT—Superior high school students who have completed the 11th grade and lack only a very few courses to graduate may be admitted if they have earned an overall high school grade point average of at least 2.8 and have the written approval of the high school principal and the guidance director. These students attend their high school and Broward Community College during the same term or terms.

EARLY ADMISSION—Superior high school students who have completed the 11th grade, have earned an overall high school grade point average of at least 3.0, and obtained the written recommendation of both their high school principal and the guidance director may be admitted to the early admission program. This admission is contingent upon the successful completion of at least twenty-four (24) semester hours of credit with an overall grade point average of at least 2.0.

Students From Unaccredited High Schools

Students who have graduated from an unaccredited high school may be admitted on Academic Probation and must make satisfactory grades in order to remain in College.

Students with No High School Diploma or General Equivalancy Diploma (Special Student)

Special students not eligible under any of the above conditions who are 18 years of age or older may be provisionally admitted on probation. This probation condition remains until one has completed 12 semester hours credit (usually 4 courses) and has earned at least a C average. Students meeting this requirement are changed to regular student status while those not making the C average on their first 12 semester hours are suspended for at least one term.

Students Fulfilling Requirements For Another College (Transient Student)

A student attending a college or university, who wishes to earn credits to transfer to that institution, may be admitted to the College as a transient student. The student must present an official statement from the institution he/she has been attending in which it is certified that he/she is in good standing, and that the credits he/she earns at this College will be accepted as part of his/her program there. Such a student is not required to file a transcript of his/her previous college credits.

Transfer Students

1. Transfer students planning to earn a degree or certificate at Broward Community College must submit official transcripts from all colleges or universities attended. These official transcripts must be submitted during the first term of attendance. Registration for an additional terms will only be allowed when all required transcripts have been submitted to the College. Upon request through the Campus Counseling Office, these records will be evaluated.
2. Courses submitted that are not parallel with courses listed in the Catalog of the College will be evaluated, and credit toward graduation will be granted as approved by the Registrar.

3. Credit will be allowed in any transferred course with a grade of "D" or higher.
4. Failure to report previous college level work attempted constitutes a falsification of application and subjects one to loss of all credit earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission where they have been attending college. Any student transferring from other institutions or providing advanced standing for educational experience in the armed forces must meet the requirements for graduation as specified in this Catalog in order to receive an associate degree or certificate.
6. Credits earned in another college during suspension from Broward Community College will not be honored.

Veteran Students

Broward Community College is approved for veterans training in all Associate degree granting programs. Veterans are subject to the College's scholastic standard as outlined in the Catalog. Veterans placed on academic suspension will be reported to the Veterans Administration as making unsatisfactory progress when his/her cumulative (counting from Term II, 1976-77) credit hours of failing grades exceeds twelve. All Broward Community College veterans should contact the Office of Veterans Affairs concerning Veterans Administration paper work, problem solving, and benefits counseling.

Allied Health Students

Admission requirements:

1. Fulfill general requirements for admission to the College.
2. Official High School transcipts:
   a. Partial transcript before graduation
   b. Complete transcript after graduation
3. Official transcripts from each college or program previously attended.
4. 2.0 cumulative grade point average on all college courses attempted exclusive of developmental courses.
5. Satisfactory test scores or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as required.
7. Acceptable letters of reference and recommendation.
8. Satisfactory medical and dental forms.
9. Satisfactory personal interview where required.

Admission Procedures:

1. Submit letter of application directly to appropriate Allied Health department. Student will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Head for approval to register for the next in-coming class.

Uniforms:

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the student. Information regarding their purchase is furnished to each applicant following admission to a program.

Liability Insurance:

All Allied Health Technology students are required to carry Professional Liability Insurance throughout their educational program. This is due at the beginning of each year and payable at the time of registration.

Accident Insurance:

It is recommended that all students in Allied Health programs carry accident insurance.

International Students

Broward Community College is committed to cooperating toward advancing the educational endeavors of international students, particularly our neighbors in the Caribbean, Central and South American countries. Broward Community College encourages the application for admission of students from other nations who show promise of profiting from their educational opportunities and experiences in the United States. Basically, the student must have the equivalent of a high school diploma and have the potential to be academically successful along with written verification that they are proficient enough in oral and written English to do satisfactory work in the English language.

All international students should realize that Broward Community College is a two-year community college, providing the first two years only of the undergraduate bachelor's degree and a variety of technical-terminal programs.

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission.

1. Submit a completed Application for Admission and the special International Student form.
2. The student must submit a complete academic record from the first year of secondary school to the time of application. All documents should be submitted in the language of the country, accompanied by English translation preferably certi-

fied by the United States Consulate. International students on a visa are required by the United States Immigration regulations to be enrolled full-time (12 semester hours).

3. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English. The test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service, Princeton, New Jersey, Michigan Test or appropriate scores certified by an English Language Institute is required prior to admission.
4. Health insurance and a statement of financial support are required for admission. All international students must have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending college. Students must have these funds available when they register for classes each term.
5. Transfer students from other institutions of higher education in the United States must follow these procedures:
   a. Meet the requirements above in Nos. 1, 2, and 3.
   b. Submit a completed application for admissions and the special international student forms.
   c. Submit the Immigration Form I-538 signed by the appropriate official in the institution they originally enrolled for or are attending.
   d. Submit a letter of good standing if currently enrolled.
   e. Submit official final transcript verifying they have been enrolled as a full-time student and have earned at least a 2.0 grade point average.
   f. Students provisionally accepted who don't meet the above requirements will be administratively withdrawn from Broward Community College and their money refunded.
6. International students must make satisfactory progress toward their degree objective each term. The following standards of performance will be required of all international students.
   a. Students must be enrolled full-time during any given term (12 semester hours).
   b. Students must successfully complete a minimum of 24 semester hours in one academic year.
   c. Students may not be enrolled for more than three consecutive years.
   d. Students must enroll continuously in appropriate English language courses as prescribed by the Division of Communications until all courses required for the degree are completed.
   e. Students must maintain a 2.0 grade point average.
   f. If the student does not conform to any of the above regulations, Broward Community College will deny admission for the following term.
7. Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Fort Lauderdale area several weeks prior to enrollment to arrange housing accommodations and transportation. Public transit is very limited.

Broward Community College has limited financial aid available for foreign students. Therefore, the applicant must demonstrate the ability to finance his/her education in the U.S. by completing the "Statement of Finances."

Degrees and Programs of Study

An Associate of Arts — A.A. degree, Associate of Science — A.S. degree, an Associate of General Studies — A.G.S. degree, and Certificiates are offered. For detailed information on Degrees, Certificates, and Programs of Study, see Programs of Study, Section VI of the catalog.

A community services program description is also contained in Section VI.

Registration

After a student completes the scheduling of classes through either counseling or self-advisement, the next step is registration. The requested schedule of courses is entered through an on-line computer. The completed registration slip is then given to the student with a total of fees and a date that payment is due. Fees may be paid immediately, or by date shown on the registration slip.

A schedule may be changed as often as necessary at no charge to the student, if done before the term starts. Once school begins, there is a Drop/Add fee of $3.00 to the student, if he/she needs to reschedule a course or/courses. Check dates of registration in the College calendar.

Academic Advisement

Academic Advisement is available to all students during registration for each term at Broward Community College. Academic Advisors and Counselors help students plan their program of study, select individual courses and assess their progress as they continue their studies.

New students must see an Academic Advisor or Counselor before they register. Transfer and returning students are encouraged to seek advisement in order to review their former records. Test scores and academic records are reviewed and a future program of studies is planned. The student may self-advise for ensuing semesters but is encouraged to return for advisement if he or she encounters academic problems, plans a change in educational goals or just to consult periodically with an academic advisor or

counselor on the accuracy of his/her self-advisement. The student must return for graduation evaluation prior to his/her last term at Broward Community College.

Assessment and Placement

Broward Community College provides an assessment program for all new students and for transfer and returning students when previous records indicate need for further placement information.

The Assessment and Placement program provides the student an opportunity to meet with an Academic Advisor or Counselor before choosing his/her academic program and classes. Using transcripts, previous test scores, S.A.T., A.C.T. reports, English and Mathematics departmentally designed self-assessment forms and tests in English Composition, Reading and Mathematics if adequate records are not available, the student is helped to make career choices and course selections that will help him/her proceed towards future life goals.

Students with previous foreign language experience will be able to take placement tests in the Counseling Office to determine the level of study they will begin in college. Placement testing for students who have English as their second language is provided by the English as a Second Language (ESL) Department on Central campus.

Counseling

Broward Community College considers each student as a uniquely talented human being with individual abilities, potentialities, interests, needs and life styles. College years are vital stepping stones to the future and the major decisions a student must make are foundations on which life will be built.

The Counseling Center provides opportunities for the students to grow as a "whole" person, to explore his or her aptitudes and interests as they effect emotional and academic life and to accept responsibilities as a mature, healthy individual. A student may call on the Counseling Service for career-educational information and positive, realistic help in life and career goal planning.

Counselors are always ready to help resolve "road blocks" that may interfere with the student's effectiveness as a student and as a person. Specialized testing is available to students in need of objective information concerning abilities, achievements, interests and personal attributes.

The Counseling staff is sensitive to the needs of a diverse population and invites mid-life men and women, minorities, over 60's and all others to discuss their particular needs.

Psychological Evaluation

Broward Community College provides a psychological evaluation service for students and staff on Central, North and South campuses. Students who feel unable to cope with academic or personal situations may seek evaluation and help in resolving their problems by consulting with the psychologist. Faculty and administrators may refer students for psychological evaluation through the Counseling Office. Psychological services at Broward Community College do not provide long term counseling and referrals will be made to appropriate community agencies when necessary.

Peer Counseling

Broward Community College provides an opportunity for students to gain experience in the helping professions through a Peer Counseling program sponsored by the Counseling Department on Central, North and South campuses. Students receive transferable elective credit for their training and must commit themselves for an additional semester to work as a Peer Counselor or Advisor for which they also receive credit and a tuition fee waiver. The areas in which they may choose to work are:

Facilitating Career Planning Workshops
Personal Peer Counseling
Personal Career Advising
Peer Academic Advising
Tutoring
Working with handicapped students on a personal basis

Career Planning

The choice of career field is one of the most important decisions college students will make.

In order to make a wise decision, students need to be aware of their own abilities and limitations as well as the career alternatives which are available to them.

The Career Planning course is an important first step for the student who is seeking this information.

STD 1150 Career Planning, a one semester hour course, is designed to help students decide upon directions for their future. Students will be assisted in learning who they are, where they are, what they want in life and why, what career fields may be compatible with their value system, and what they must learn to enter and progress in these fields.

Through the Counseling Office and Career Center, career counseling is available throughout the student's stay at Broward Community College.

Career Planning and Placement Services

Career planning and placement services are available to all students and alumni of Broward Community College as well as residents of Broward County. Centers are located on the Central Campus of the College on the second floor of the Student Services Building, the second floor of the Student Services Building on North, and the West wing of the South Campus. The Career Centers provide students with information about full and part-time job openings,

assistance in choosing and planning a career, career information, information about other colleges and universities. A career information library, specialized testing and a cooperative education program are included in the Career Centers. These services are available to both day and evening students.

Women's Center

The Women's Centers, located on all three campuses, serve to help women explore career and educational options through self-assessment, assertive training, career exploration, decision making, resume writing, job seeking and job keeping skills. The underlying goal is to foster independence and the ability to make carefully thought out decisions. Services include short courses, special programs, workshops, individual assessment and referral. The centers are open to all students and community residents for referral, support and programming. The Office of Women's Affairs in cooperation with Counseling and Community Services furnish a cooperative, supportive network for women who are "On Their Way" at Broward Community College.

Open College

The Open College Division is an academic unit of Broward Community College, offering opportunities for academic work to persons who find it difficult to attend regularly scheduled classes on campus. Courses are presented by television, radio, newspaper and independent study in the student's own home or in the learning laboratory center on each campus. Most Open College courses require only two visits to campus for mid-term and final examinations. Open College courses are academically equivalent to courses taken on campus. A student must take Open College courses by themselves or in combination with regular on-campus classes. Open College courses are applicable to all Associate in Arts, Associate in Science, Associate in General Studies and Certificate Degrees, as well as Teacher Certification. These courses also will transfer to four year colleges and universities.

Financial Aid

Broward Community College welcomes applications from all students who, without financial assistance, would be unable to attend college, but limits of available fund resources may preclude some students from consideration when applications are not received in time for proper evaluation.

For the Spring Semester (Term II) all applications should be submitted by April 1.

For the Fall Semester (Term I) all applications should be submitted by October 1.

Financial Aid applications are available through the College's Financial Aid Office at the Central, North and South campuses, the College administrative office, or from any Broward County high school guidance office.

Types of Aid Available

Grants

Grants are direct awards to undergraudate students who have established financial need for post secondary education. Normally, Grants are not to be repaid.

BEOG—Basic Educational Opportunity Grant

A federally sponsored award program designed to provide financial support to those who demonstrate financial need in order to attend an approved college, vocational or technical school.

SEOG—Supplemental Educational Opportunity Grant

This grant is for students of EXCEPTIONAL FINANCIAL NEED who without the grant would be unable to continue their education.

Nursing Grant

A federally sponsored program to assist students with financial need to undertake courses of study leading to an Associate Degree in Nursing.

Florida Student Assistance Grant

This is a program for undergraduate Florida residents with high financial need. Application for this grant should be made directly to the State Department of Education, Tallahassee, Florida through approved application.

Donor Scholarships

Many civic and professional organizations in Broward County donate scholarship funds to Broward Community College. These scholarships usually require at least a 2.0 grade point average and full time status.

BCC Fee Waivers

Waiver of Matriculation, Tuition, and Other Student Fees

The President is authorized to waive matriculation, tuition, and other student fees for the numbers and categories of in-state and out-of-state students at Broward Community College as approved by the Board of Trustees and in accordance with funds budgeted for this purpose.

Waiver of Fee Limit

Waiver of fees are granted on a term-by-term- basis. Holders of such fee waivers shall be granted a maximum of four regular terms (Term III as a regular term shall include both A and B sections) fee waivers. The total amount of these four regular term fee waivers shall not exceed the combined sum of the four terms in consecutive order commencing with the student's initial enrollment.

Students on Athletic Grants

Students on waiver of fees for athletic grants shall receive an allowance for books not to exceed $50 per term.

Waiver of Student Matriculation and Tuition fees

This procedure is to serve as direction in awarding waivers by activity and by location. Laboratory and miscellaneous fees must also be paid by the student. These totals represent the maximum number of waivers in each category for 1978-79.

	Total	College	Central Campus	North Campus	South Campus
1. **Adult Centers**					
Blanche Ely Center	(4)	1			
Fort Lauderdale Center		1			
Downtown Center		1			
B. F. James		1			
2. **Athletic Grants**	(174)				
Baseball		18			
Basketball (men)			12	12	
Basketball (women)			12		
Golf (men)		6			
Golf (women		6			
Tennis (men)			6	6	
Tennis (women)			6	6	
Wrestling		10			
Swimming (men)		10			
Swimming (women)		10			
Volleyball			12	12	
Softball			12	12	3
Soccer					3
3. **Departmental Honors** (Sophomore)	(19)	1	9	9	
4. **Fine Arts**	(32)				
Art			3	1	
Drama			8		
Music			10	10	
5. **Forensics**	(10)	10			
6. **Henry T. Minard Scholarship (CJI)**	(1)	1			
7. **High School Principals Honors***	(100)	100			
8. **Institute of International Education**	(4)	4			
9. **Publications**	(4)		2	2	

	Total	College	Central Campus	North Campus	South Campus
10. Secretarial Science	(3)		2	1	
11. Student Government	(12)		4	4	4
12. Trustee's Awards	(10)	10			

Waiver of Student Matriculation and Tuition Fees

The number of fee waivers by category is as follows:

	1978-79
Adult Centers	4
Athletic Grants	174
Departmental Honors (Sophomores)	19
Fine Arts	32
Forensics	10
Henry T. Minard Scholarship (CJI)	1
High School Principals' Honors	100
Institute of International Education	4
Publications	4
Secretarial Science	3
Student Government	12
Trustees' Awards	10
TOTAL	373

Principal's Honors

Each high school principal in Broward County may choose two students each year to receive a four semester scholarship of $14.00 per credit hour not to exceed 16 credit hours per semester. The student must maintain a 3.0 average each semester in order to continue on this scholarship.

Waiver of Student Fees Under Certain Circumstances

The President of Broward Community, or his designated representative, is authorized to waive student fees or to approve refunds of student fees under extreme, extenuating, and meritorious circumstances.

Waiver of Out-Of-State Tuition

The President or his designate is authorized to waive the out-of-state tuition fee for the following categories of students:

1. At their request, governmental agencies and private industries who utilize the services of the College for up-grading their personnel by paying the employee matriculation fees and tuition for those employees who do not meet the residency requirement.
2. Clients of State governmental agencies when the agencies request such and when these clients are sent to this College as part of their rehabilitation program.

Loans

Nursing Loan Program

Available on a need basis to U.S. nationals or permanent residents who are full time in nursing. Applicants must be working for an Associate Degree in Nursing and be in good academic standing. The program provides a long term, low interest loan with repayment beginning nine months following termination of studies. Up to 85% of the loan amount may be cancelled.

Guaranteed Student Loan Program

The Guaranteed Student Loan enables a student to make a loan through a bank, credit union, or other lending agency (which participates in the program) and the federal government will provide the guarantee of the loan. Interest of 7% will be paid by the government (if student qualifies) while the student is enrolled. Loan payment will begain nine months after a student terminates school. Maximum loan is $2,000 per year at BCC.

Short Term Loan

Full-time students, with a 2.0 overall average may obtain emergency or short term loans up to $100 per term. Applications may be made at the Financial Aid office at the Central, North and South campuses any day the College is in session. Repayment must be made before the end of the term in which the loan was made.

Student Employment Program

CWSP—College Work-Study Program

The Student Financial Aid Office administers the College Work-Study Program which is sponsored by the Federal Government for students with financial need. Students must be enrolled on a full-time basis and be listed in good academic standing. Students may work on the BCC campuses, or at special off-campus sites. Students are paid on an hourly rate and may work up to 15 hours per week.

Institutional Work-Study Program

This program allows students from all income levels to work in various departments on the BCC campuses. Students must be full-time with a 2.0 grade point average and may work up to 15 hours per week. Priority is given to students not eligible for Federal Work-Study program.

Payment of Fees

See Section on Student Fees

Refunds

See Section on Student Fees

Orientation

The Orientation Program is designed to assist the student in making an adjustment to college. The program provides the student with information about campus facilities, activities and services and introduces the Administration and Staff. Broward Community College rules and regulations are discussed and the responsibilities of the student are explained. The Orientation Program is offered prior to the beginning of Term I and participation of all new students is encouraged.

Orientation materials are available in the Academic Advisement Office for students who begin classes in Term II and III. The Orientation Handbook and Intramural Handbook are available in the Student Activities Office.

Bookstores

The Central Campus Bookstore, North Campus Bookstore and the South Campus Bookstore are the official sources for required books and supplies for Broward Community College students. Available are both new and used textbooks, general college supplies, art and engineering supplies and many non-required items. In addition, a large selection of non-required paperback books are stocked. Extra services include special orders of books not normally carried, class ring orders, film processing and the buying of used books from students.

The College Bookstores are owned and operated by the Broward Community College for the convenience of students, faculty and staff.

The Central Campus Bookstore is located in Building 10 next to the Hospitality Center and is normally open Mondays through Wednesdays from 7:45 AM to 8:00 PM and Thursdays and Fridays from 7:45 AM to 4:00 PM. Extended hours are granted at the beginning of each term. The hours are from 7:45 AM to 3:30 PM daily beginning June 1 and ending just prior opening of Term 1.

The North Campus Bookstore is located in Building 8 (Hospitality Center) and is normally open Mondays through Wednesdays from 8:00 AM to 3:30 PM and 5:00 PM to 8:00 PM. The hours on Thursdays and Fridays are 8:00 AM to 3:30 PM. Extended hours are granted at the beginning of each term. The hours are from 8:00 AM to 3:30 PM daily beginning June 1 and ending just prior opening of Term 1.

The South Campus Bookstore is located in the west wing of the Pines Plaza and is normally open Mondays through Wednesdays from 8:00 AM to 3:30 PM and 5:00 PM to 8:00 PM. The hours on Thursdays and Fridays are 8:00 AM to 3:30 PM. Extended hours are granted at the beginning of each term. The hours are from 8:00 AM to 3:30 PM daily beginning June 1 and ending just prior opening of Term 1.

Prices are established according to appropriate policies typically found in other colleges and universities.

Academic Regulations

Standards of Conduct

Broward Community College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Each student, through the act of registration at Broward Community College, obligates himself or herself to obey all rules and regulations which the institution formulates including those contained in the college catalog and the student handbook. Copies of the college catalog may be obtained in all Registrar Offices, and copies of the student handbook, which contains specific disciplinary rules and regulations as well as procedures followed in the case of infractions, may be obtained in all campus Student Activities Offices. It is the responsibility of each student to obtain said publications and to be thoroughly familiar with their contents.

Dropping, Adding or Changing Schedule

Students who pre-register and need to change their schedule prior to the term beginning may do so at no cost during the normal registration periods posted at each campus Register's Office.

Information regarding the procedure to initiate a schedule change after the term begins can be obtained from the campus Registrar's Office. The student is expected to continue in class attendance and participation until he/she has complied with procedures outlined by the Registrar's Office. Schedule changes are possible early in the first week in the term when absolutely necessary. However, a $3.00 fee will be charged for each drop/add form processed. No charge will be made when the responsibility is clearly attributable to:

1. Cancelled class.
2. An advisement error.
3. A course which a student failed and has to repeat.
4. A course which requires a prerequisite.
5. An instructor or administrator who requests, in writing, and states the reason for the change.
6. Complete withdrawal from college.

Withdrawals and Refund Policies

1. Under the following conditions a student may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated.
   a. Through the last day preceding the commencement of classes in a term established in the College Calendar, a student who registers in advance through on-line registration procedures.
   b. At the time he/she is administratively withdrawn, a student who registered and it is later determined he/she was not eligible to register for academic reasons.
   c. A student who registers for a particular course which is cancelled (refund of fees paid for that course).
   d. A student entering the Armed Forces on a regular and extended tour of active duty. (Student must present an official copy of his/her Armed Forces orders to the Registrar to receive refund.)
   e. A student who dies or who withdraws for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of a college term. (Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)
2. Under the following conditions a student may receive an 80% refund of matriculation, tuition, and laboratory fees:
   a. A student who is officially withdrawn from the College on or before the last date listed in the College calendar for withdrawing with such refund.
   b. A student who has attended classes in a given College term and who dies or withdraws for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardian, executor of estate, or trustee of trust fund may request and receive refund.)

To be withdrawn officially from the College, a student must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on class attendance.

Term System (Semester System)

The term system is used. The academic year is divided into three terms. Terms I and II are approximately seventeen weeks in length and Term III approximately twelve weeks. Terms I and II are divided into A and B segments of approximately eight weeks each. Thus there are at least six periods of enrollment throughout the year. Term III is divided into two parts, Term III-A and Term III-B.

Unit of Credit (Semester Hour)

The unit of credit is the semester hour, each representing 48 hours of instruction. Generally, two hours of laboratory work count as one hour of class work. The schedule in Terms I-A, I-B, II-A, II-B, III-A, and III-B is adjusted to include the same time equivalent as is used in the longer terms.

Academic Load

To be considered as a full-time student, one must carry a minimum load of 12 hours. Usually the offices of Social Security, Railroad Retirement and the Veterans Administration consider 12 hours as a full load for determining subsistence. Fifteen or sixteen hours is the normal student load and 18 is the maximum which may be carried. However, students who make a qualifying point average of 3.2 or above

may carry an extra course, but in no event shall the maximum load exceed 21 semester hours. The maximum load for Term III-A or III-B is nine semester hours; the normal load is six semester hours.

Classification of Students (Am I a Sophomore yet?)

A student who has earned 25 or more semester hours credit is classified as a sophomore.

Ways to Complete Your Degree Faster
Acceleration Mechanisms for Program Completion

Several options are available to students to accelerate the completion of their programs: Advanced Placement; College Level Examination Program; Dual Enrollment; Early Admission *(See Admissions);* Term Combinations; and Waiver of Credit for Experience in Technical Areas.

Advanced Placement

The College cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for such courses for grades of 3 or better.

College Level Examination Program

Students who score at the fiftieth percentile or above on certain general or subject examinations administered by the Education Testing Service in its College Level Examination Program may be granted up to 30 semester hours of credit. Details of the Policy are available from the Counseling Office.

Term Combination

Through the appropriate use of minimesters (Terms I-A, I-B, II-A, and II-B) and the Weekend College in combination with regular terms students can shorten the time for completion of degree requirements significantly.

Credit for Experience in Technical Areas

Under certain conditions credit for previous experience may be awarded in technical areas. Contact the respective Division for details.

Cancellation of Previous Unsatisfactory Record

Students seeking an A.S. degree or Certificate who have a previous unsatisfactory academic record which is two or more years old may have the record cancelled under an established policy for students in these special programs. One interested in having his/her policy applied in his/her case should contact a Counselor and the Dean of Academic Affairs for further information and details.

Correspondence and Extension Courses

A maximum of 12 semester hours in correspondence and extension course credits may be accepted from regionally accredited or recognized colleges and universities. No more than six of the final 15 semester hours before graduation may be earned through correspondence. No student will be granted a degree from Broward Community College who has earned less than 24 semester hours in residence. A regular student must secure permission from the Dean of Academic Affairs before registering for a correspondence and extension course. The combined load of residence and correspondence study should not exceed eighteen semester hours per regular term.

CLASS ATTENDANCE POLICY

It is the responsibility of each instructor to formulate an attendance policy and to insure that this policy is communicated in writing, in a timely and clear manner to all students attending classes.

The instructor may withdraw violators of his/her class attendance policy by simply reporting a 'W' on a corrected class roll and submitting the corrected class roll to the campus Registrar's Office, or by processing an administrative withdrawal form.

The student is responsible for adhering to the instructor's policy, and for officially withdrawing from class.

Withdrawals

The College permits students to withdraw from a course without receiving a grade (only "W") two weeks preceding the week of final examinations. (See College Calendar for the deadline.) Students who withdraw from College within two weeks of the end of a term (for Terms I and II and to within one week of Term III-A or Term III-B) must apply to the instructor for permission to take final examinations and do all work required for full credit. This permission normally will be granted at the discretion of the instructor.

Examinations and Tests

Each instructor is free to direct his/her class and to give such tests as are necessary. Usually there is a mid-term examination and more frequent period or subject examinations. All instructors are expected to give final examinations according to the schedule issued by the Registrar's Office.

Students may remove "I" grades for the preceding term through the deadline date in the College Calendar.

Grades and Records Policy

A. Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term.

B. Grade points are earned and recorded as follows:

Grades		Grade Points per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
W	Official Withdrawal	0
WT	Withdrawl—Transferred to another section	0
XF	Failure—Excessive absences	0
X	Audit	0
NC	Non-Credit Course	0
*NG	No Grade Assigned (for 090 series, Special Services, Specialized B.A. courses and Allied Health Care courses)	0
NR	Grade not received	0

*Only grades of A, B, C, or NG are assigned in 090 series courses, Special Services courses, and specialized Business Administration Courses.

Grade point averages for graduation and honors are calculated only on academic work, exclusive of all 080 and 090 series courses, and Special Service courses.

C. An "I" grade may be assigned when a student fails to complete course requirements because of such emergencies as death or serious illness. To have such grade removed, the student must appeal in writing to the respective instructor for permission to make up the work. If permission is granted, then the student must follow through; and the instructor must submit an official grade change.

D. No student may change a course from credit to audit after the time specified in the College Calendar.

E. Grade point averages are computed on all work attempted at all colleges.

Scholastic Standards

A grade average of at least "C" (2.0) is required on all academic work attempted to complete certificate and degree programs.

A student will be placed on academic probation at the end of any term when the student's cumulative grade average becomes less than a "C" grade average.

A student, after being placed on academic probation, will be placed on academic suspension at the end of any term that he/she becomes 20 or more grade points below a "C" grade average. No student will be suspended academically at the end of any term in which a term grade point average of 2.0 is attained.

Students who return after one term of academic suspension must maintain a 2.0 each term they are 20 or more points below a "2.0" or they will be placed on academic suspension for another term.

Transfer students will be subject to the same academic regulations as regular students at the College.

Audit

A student must complete a card requesting to audit a course at the time he/she registers.

A student who is approved for auditing a course must agree to attend the class regularly and meet all class assignments requested by the instructor. A course may be changed from credit to audit. A student may take a course previously audited for credit at a later date but he/she may not petition for credit on the basis of the previous audit.

Repeating Courses

Responsibility for loss of credit because of duplication of courses rests with the student. Repetition of a course removes the previous grade from a student's record for the purpose of calculating grade point average. The grade earned in the last attempt is used for calculating the GPA.

The State's Articulation Agreement does not allow courses to be repeated after the A.S. and A.A. degree is awarded.

Academic Honors

The College recognizes scholastic achievement at the end of each regular term.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point of 4.0.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.5 to 3.99.

The Honor Roll includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.25 to 3.49.

Graduation and Degree Requirements

Students planning to earn a degree or certificate at Broward Community College must contact a campus academic advisor and make an appointment for a preliminary evaluation for graduation at least one term prior to their anticipated graduation. Students are encouraged to see an academic advisor each term prior to their registration, but degree seeking students

must do this prior to their registration for the term they plan to graduate. A copy of this preliminary evaluation for graduation must be submitted to the Campus Registrar's Office. This preliminary evaluation will be processed by the College Registrar's Office, and you will be mailed an "eligibility to graduate form" to allow you to pay your graduation fee. Diplomas are ordered in accordance with the data established in the college catalog. Late payment will result in the late ordering of your diploma.

There is *no ceremony* for Term I and Term III graduates. Your diploma will be mailed to you *after* final graduation check is made by the Registrar's Office if you have successfully completed your graduation requirements for your degree as stated in the college catalog. Students not meeting their degree requirements will be contacted by the Registrar's Office.

There is a FORMAL graduation ceremony for Term II May graduates. Only diploma covers will be issued for this ceremony. Diplomas will be mailed to those who have successfully completed their degree requirements after the final graduation check is made by the Registrar's Office. Those not meeting their degree requirements will be contact by the Registrar's Office.

*A. Earn at least 60 semester hours of approved credit excluding four hours of HPR activity courses which are required for A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Degree.

B. Achieve an average grade of "C" (2.0) or above on all work attempted, exclusive of the Special Services and 090 courses.

C. Earn at least 24 semester hours of credit in residence, including the last twelve.

D. Pay graduation fee and participate in the formal graduation. (The graduation fee is not refundable.)

E. Honors are computed on a minimum of 40 academic hours earned at Broward Community College. All hours attempted at all institutions attended are used in calculating the GPA for honors.

F. *Hours and grade points* earned in 090 series courses will not count toward an A.A. Degree, and will not count toward the A.S. Degrees unless indicated in the various curricula in this catalog.

G. A student may graduate either under the catalog under which he/she first enrolled if attendance has been consecutive, or the one in effect at the time of his/her graduation. If attendance has been broken, the student must meet the requirements of the catalog under which he/she reenrolled provided attendance has been consecutive, or the one in effect at the time of graduation.

*Students who are 29 years of age or older, or who have had previous military experience, or who are exempted upon medical certification are not required to take HPR activity courses. Medical certification must specify the term or terms for the exemption.

Honors at Graduation

Completion of a minimum of 40 semester hours in Broward Community College is required to be eligible for honors. The calculation of the grade point average for honors includes Broward Community College record and all previous work attempted.

Students who achieve a high level are accorded honors at graduation as follows:

With honor—
a grade point average of 3.250-3.499.
With high honor—
a grade point average of 3.500-3.749.
With highest honor—
a grade point average of 3.750-4.000.

Transcripts

Each student at Broward Community College is entitled to transcripts free. Transcripts are mailed as promptly as possible; however, students should make written requests to the Registrar's Office at least two weeks before the credentials are needed. No transcript or official statement will be issued for students who are financially indebted to the college, or have not fully satisfied admission requirements. A request for a transcript of credit should give the last date of attendance at the college. Married women should give their maiden names as well as their married names.

Other Support Services and Activities Available

Libraries

Trained professional librarians with many years of college and university library experience are available and eager to assist students at all times the libraries are open. A somewhat formal atmosphere of academic research is maintained in the reading rooms which house the principal book collections on shelves open to students. Hours that each of the libraries is open are posted; libraries are generally closed on legal and academic holidays. *The Library Handbook,* available for purchase in the bookstore, contains additional information on the use, policies, and regulations of each campus library.

The Library staff encourages students and faculty to make suggestions for the improvement of service to the College community and also appreciates recommendations for titles of books to be added to the collection. In most instances books added will reflect primarily the courses of instruction given at each campus. Broward Community College students may use and borrow from any or all of the three campus libraries.

All campus libraries conduct a library orientation program, usually toward the beginning of each term in conjunction with some English classes; however, any student wishing to attend this orientation session may do so by speaking with a librarian. Times of the sessions are posted in each library.

The Central Campus Library, on the second floor of Building 60, is conveniently located in the center of the campus. It has a book collection of 106,000 volumes and about 5,000 new volumes are being added each year.

The North Campus Library is located on the ground floor of Building 09, in close proximity to classrooms, offices, and the student center. This library has 41,000 volumes and about 4,000 are being added each year.

The South Campus Library is located in the north end of the west wing of the Pines Center temporary campus. There are about 19,000 volumes in this collection and the annual additions number about 4,000.

Broward Community College Library is a member of the Southeastern Library Network (SOLINET) and most of the centralized technical processing of library materials done at the College makes use of the features of this automated system.

Consortium Library Privileges

Currently registered students, faculty, and staff may use the library on any of the nine campuses of Broward Community College, Florida International University, and Miami-Dade Community College, including having access to periodicals and other materials not on open shelves. Some materials are placed on reserve to restrict their use. Each library has the periodical lists of the other consortium compuses.

Students may borrow materials from any of the consortium campuses through inter-library loan arranged at his or her home campus library. *Procedure for access to inter-library loan: Students* present a valid fee receipt or student ID for the current registration period; *faculty* present current staff identification.

Learning Resources

Broward Community College offers a continually broadening program of Learning Resources support services to staff and students. These services are divided into four distinct categories:

1. **Audiovisual Services**
   This area of service concerns the acquisition, cataloging, scheduling, distribution, and maintenance of audiovisual materials and equipment used in supplementing classroom instruction.
2. **Media Production**
   Learning Resources is adequately equipped to design and produce a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, audio and video tapes.
3. **Closed Circuit Television**
   A closed circuit television network interconnecting all classrooms on each of the College's campuses is capable of conveying several simultaneous live or pre-recorded color TV programs for supplementing classroom instruction. A color production studio makes it possible for college personnel to produce many of their own supplemental videotape materials.
4. **Learning Laboratories**
   Direct service to students is provided through a Learning Laboratory on each of the BCC campuses. Each of these is equipped with the necessary audiovisual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

International/Intercultural Education

Broward Community College recognizes the importance of providing for students an international and intercultural dimension. As citizens of the United States and as inhabitants of planet Earth, today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected is the political and economic world that some understanding of current issues and the events that shape them, as well as an appreciation for

other cultures and customs throughout the world, is now basic to good citizenship. This has become an essential aspect of today's curriculum.

It is further recognized that community colleges have a major responsibility in providing an international/intercultural dimension because of the increasing numbers of students for whom the community college will provide their only college-level educational experience. Moreover, the nature of the community college, and its emphasis on serving a local constituency, requires that the global agenda be addressed.

It is the policy of Broward Community College to encourage and support the development of the many aspects of international/intercultural education. These would include: (1) a structured process for the

Student Government

Student Government organizations are established on North, Central and South campuses through the President of the College. Students are encouraged to participate in these governmental organizations to make them a truly representative voice of the students. It is hoped that through these organizations students will develop skills in self-government and leadership

Student Governing Board

The Student Governing Board consists of representatives from the individual Student Government Associations on each campus. They serve as the liaison between the students and the Administration and the Community. One of their projects is the annual Student Art Show in downtown Fort Lauderdale.

Health Services

Medical and hospital facilities are not provided. In case of accident or illness students should report to the Health Center, which is located on the first floor of the Student Services Building, Central Campus; on North Campus in Building 8, the first floor; and on South Campus in the Pines Center Annex Room 176.

Food Services

The College's Hospitality Center, Central Campus, consists of a large, modern cafeteria for individual and group meals. Cafeteria services, snack bar services and private dining rooms for club and social affairs are available. Student lounge, recreational areas, the Student Activities Office and a Counseling Office are also located in the Hospitality Center. On the North Campus, the student lounge and food facility are located in the Student Services Building. On the South Campus, food facilities are located in east wing student lounges.

Transportation

The campuses are readily accessible by automobile and city buses operate during the daytime and early evening hours. Students are encouraged to form carpools with friends and neighbors in order to alleviate campus parking problems and to conserve energy.

Handicapped Affairs Program

The Handicapped Affairs Program assists the disabled student in making an effective transition into the college environment. Staffing is available at each campus location to provide students with the wide range of supportive services suited to their individual needs. Students seeking assistance should contact the specialist on North Campus at ext. 2221; Central Campus at ext. 293; and South Campus at ext. 73.

Inter-Institutional Relations

The Inter-Institutional Relations program is designed to promote better communications between BCC and the high schools, colleges and universities. The Director of this program works with personnel in the public, private and parochial high schools, as well as with personnel in upper level educational institutions.

It is the responsibility of the Director to coordinate the efforts of College personnel, such as, admissions officers, financial aid officials, counselors and advisors, BCC faculty and students in order to provide articulation programs and services for high schools, colleges and universities.

Student Activities

Student activities embrace projects, functions, sports and clubs which involve student participation apart from formal classroom instruction and administrative services. They form an essential segment of educational development through the cultural, intellectual, recreational and social life of the college community.

Sports — Athletics

The Intercollegiate Athletics Program at Broward Community College offers opportunities for men and women seeking higher levels of competition beyond the high school years.

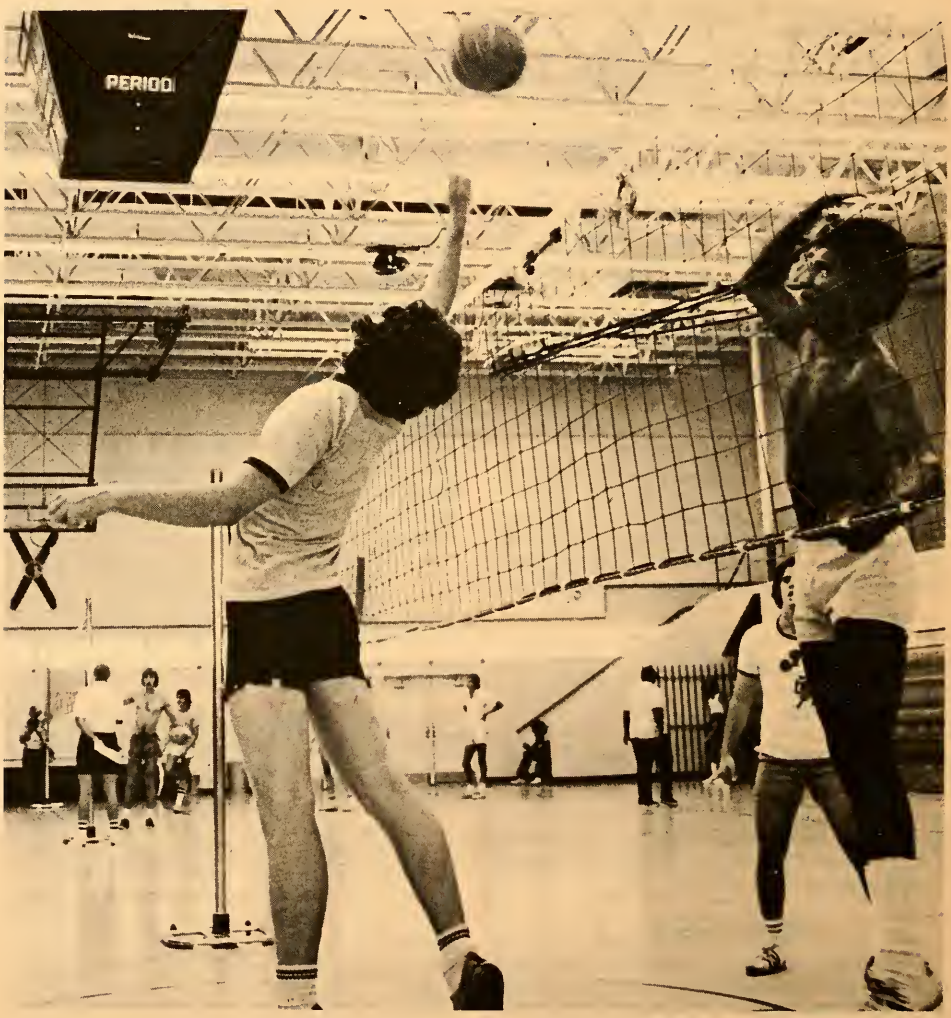
The College is a member of the Florida Community College Activities Association and National Junior College Athletic Association. Broward Community College began the Intercollegiate Athletic Program in 1962 at Central Camups, at North Campus in 1972 and South Campus 1977. Intercollegiate athletics offered are basketball, golf, tennis, wrestling, swimming, diving, volleyball, softball and soccer. No student shall on the basis of race, age, sex or any such factor be excluded from participation in or be denied the benefits of or be treated differently from another person or ortherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletic activity by Broward Community College.

involvement of the community and the College; (2) study-abroad programs; (3) the internationalizing of the curricula; (4) proper and effective programming of international students on campus; (5) programs of an international/intercultural nature for the community; (6) student, faculty, and staff exchange programs; (7) consultant and support services with foreign institutions; and (8) staff and program development activities.

Intramurals Sports Program

The purpose of the Intramural Sports Program at the College is to provide an opportunity for students to participate in the individual and team sport of their choice. It is the desire of the Intramural Department to select activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well being, improve recreational skills for leisure time use in adult life, and aid in the development of sound emotional and social qualities.

Participation is entirely voluntary, and all students are invited to take part. Among the activities included in the program are basketball, flag football, table tennis, tennis, softball, volleyball, roller skating, swimming, golf, bowling, paddleball, ice skating, skeet shooting, billiards, cross country, soccer, sailing, canoeing and recreational games. An intramural sports program on a limited basis is offered at the North and South Campuses.



Student Organizations and Programs

The development of student organizations, clubs, and programs within the college is encouraged as a function of the activities program operating under the supervision and coordination of the Vice President for Student Development and the Director of Student Activities. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional program. These groups function in prescribed formats which encourage student direction. Included are the following:

1. Honorary Societies
2. Departmentally affiliated activities
3. Inter-collegiate athletics
4. Intramurals
5. Extramurals
6. Student Government Association
7. Inter-Club Council (All Clubs)
8. Greek Council (Fraternities and Sororities)
9. Special Interest Clubs

The above groups center their purposes around an interest, profession, or service. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through organizations the students will develop mature, responsible, social, and democratic ideals and attitudes.

Any group of students consisting of six or more, may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Activities office.

Interest Clubs

Black Awareness Club
P'an Ku Club (Literary)
Physical Education Majors
Racquetball Club
Anthropology Club
Black Student Union
Sailing Club
Karate & Judo
Media Club
Chess

Service Clubs

F-Troop—Student Activities Activists
Circle K (co-ed)—College branch of the Kiwanis Club

Religious Clubs

Newman Club
Bahai Club
Agape
Jewish Student Union
The Way
The Christian Students

Scholastic Honorary Groups

Delta Psi Omega—Honor group for Drama

Phi Rho Pi—National Honor Society for Forensics

Phi Theta Kappa—a National Scholastic Honor Society with approximately 500 chapters in two year institutions throughout the country. Phi Theta Kappa's purpose is to promote scholarship, develop character and cultivate fellowship among students in the junior colleges. Invitation for admission depends on a student's achieving a sufficiently high academic grade point average.

Professional and Academic Groups

Student Nurses' Association of Florida

Student Medical Assistants' Association

International Foreign Language Organization

Sigma Mu Gamma (Sales & Marketing, DECCA)

Phi Beta Lambda (Business Administration)

Florida Engineering Society

Debate

B.U.S.H. (Horticulture Society)

Fraternities and Sororities

Greek Council—The Greek Council is a student organization designed to recommend controls for and to supervise all groups defined as social Fraternities and Sororities. Included in the council are the representatives of two subcommittees, the Inter-Fraternity Council and the Panhellenic Council.

Students are urged to start new clubs according to their interests. Many unlisted clubs are now inactive and can be reactivated quickly. The Student Activities office personnel will be happy to help new clubs get started.

Alumni Association

The College's interest in its students does not end upon their graduation, but rather, a new relationship is established. A very active Alumni Association has been formed to provide opportunities for the College to continue playing a meaningful role in the lives of its students both now and in the future. In addition to the annual meeting of the Alumni Association, a number of social and cultural events are held. Graduates are welcome to attend and participate in the monthly meetings of the Executive Committee which take place in the Board Room of the Fort Lauderdale Center.

Fine Arts & Cultural Affairs

College Singers, North Broward Community Chorus, Broward Community College Choral Society, Concert Choir, Chamber Singers, Opera Workshop, Chamber Ensemble, Jazz Ensemble, Neophonic Jazz Ensemble, Adult Jazz Band, Symphonic Band, Broward Symphony Orchestra, Broward Community College Youth Symphony, Broward Community College Symphonette are presented for various college and community events.

THEATRE—Plays and/or musicals are staged each term by the Theatre Department faculty, students and community members who wish to participate. A summer theatre workshop provides additional performance opportunities. The BCC Children's Theatre will perform either an original children's play or a children's classic each spring in the Central Campus Lecture-Theatre. This production then tours to Broward County schools.

ART LYCEUM—The Art Department exhibits works by faculty members, students, and visiting artists. In addition, it sponsors an Art Film Series.

ADDITIONAL PROGRAMS—Aside from the above listed musical, drama and art shows, many speakers are presented each year and the members of the college family speak frequently to civic, church and cultural groups. Various student groups, through the Student Activities program, sponsor events of interest during the college year. The Beuhler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

Cultural Affairs Office and The Ralph R. Bailey Concert Hall

Consistent with the College's stated purpose of service as a cultural center for Broward County and South Florida, the Office of Cultural Affairs sponsors various cultural performance series throughout the year. In addition to an Artist Series and Special Events Series each of which features four to five performing groups of high caliber, Cultural Affairs also sponsors an annual lecture-performance series entitled "AN EVENING WITH . . .", a free film series, and various other special programs and performances.

This year will mark the grand opening of our new Ralph R. Bailey Concert Hall, a 1200 seat theatre which will house many events sponsored by the College and community cultural groups. This new theatre, coupled with a new music building, represents a significant cultural contribution to the entire community.

Student Publications

Central Campus: The *Phoenix* newspaper; *Silver Sands,* the college magazine; *P'an Ku,* the literary magazine.

North Campus: The *Polaris* newspaper; *Poseidon,* the literary magazine. Students with communication experience and/or interest, are urged to join the staffs or to submit materials for these publications. All publications are available free to all students.

South Campus: The *New Horizons* newspaper.

Southeast Florida Educational Consortium

Broward Community College, Miami-Dade Community College, and Florida International University are charter members of the Southeast Florida Educational Consortium established in 1977. The organization links the member institutions in planning, maintaining, and evaluating cooperative efforts in academic programs, student services, and administrative support services. The overall objectives of the Consortium are to:

1. Increase and improve educational opportunities
2. Ensure smooth transition from the Community College to the University
3. Provide easy access to institutional services for students and faculty
4. Effectively utilize human and fiscal resources

The office of the Consortium is located at 11011 S.W. 104th Street, Miami, Florida 33176.

Descriptions of specific cooperative arrangements between the Consortium campuses—and student/faculty procedures—are given in the appropriate sections of this Catalog.

Student Fees

Student Fees and Charges

Fees (Matriculation, tuition, registration and other special course fees) are due and payable in full at the Bursar's office, on or before the due date assigned at the time of registration. Fee payments received after the assigned due date cannot be processed. Student is required to re-register, as schedule is voided when not paid in full by the assigned due date.

Postage Paid—Pre-Addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken by mailing payment in sufficient time to be received by the assigned due date. Fee schedule will be returned when address is supplied.

Non-Credit Courses Fees and Charges

The College, through the Community Service Office and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official Catalog and contain the fees and special charges associated with that course. These fees are due and payable according to the terms indicated within these documents.

Terms I, I-A, & I-B, or II, II-A, & II-B, or III, III-A, & III-B

Separate Minimesters I-A, I-B II-A, II-B, III-A, or III-B

	Registration	Matriculation	Tuition	Per Semester Hour
Florida Students	$14 per semester hour	$0	$14 per semester hour	
Non-Florida Students	$14 per semester hour	$15 per semester hour	$29	

Note: Matriculation fees include those funds required to support a comprehensive student activities program.

AER Courses

Fees for AER courses are not received by the College Business Office but are payable directly to the flight contractor. They are subject to change and vary between different flight training contractors. The Aerospace Department can advise at any given time what the fee is for any course with a particular contractor for the current term. For planning purposes fees are generally in the following ranges:

Course #		Approximate Amount
ATF 1100C	Primary Flight	$1100-$1273
ATF 2201C	Intermediate Flight	926- 1305
ATF 2202C	Advanced Flight	1076-1138
ATF 2306C	All-Weather Flight Training	1136- 1660
ATT 2600	Flight Simulator Training	300 minimum
ATF 2500C	Flight Instructor Training	645 minimum
ATF 2400C	Multi-Engine Transition	1152- 1665

Course #		Full-time/ Part-time Student Special Fee
ACC 2023	Accounting and Finance	$10
APB 1150L	Modern Principles of Biology Lab	7
APB 1191L	Paramedical Science II Lab	7
ARC 1120	Architectural Drafting I	5
ARC 1121L	Architectural Drafting I Lab	5
ARC 2122	Architectural Drafting II	5
ARC 2122L	Architectural Drafting II Lab	5
ARC 2140C	Design and Construction	5
ARC 2020C	Architectural Communications	5
ARC 2021C	Architectural Communications II	5
ARC 2154L	Architectural Drafting II Lab	5
ART 1330C	Life Drawing	20
ART 1202C	Design II	5
ART 1400C	Introduction to Graphic Media	5
ART 1200C	Introduction to Three-Dimensional Media	5
ARE 2252C	Recreational Arts & Crafts	5
ART 2150C	Jewelry Design	20
ART 2100C	Crafts, Woods, Metals, and Plastics	5
ART 2401C	Printmaking I	20
ART 2402C	PrintmakingII	20
ART 2600C	Photography I	10
ART 2610	Photography II	
ART 2701C	Sculpture	5
ART 2650C	Video Art	15
ART 2110C	Ceramics	20
ART 2630C	Cinematography I	25
ART 2631C	CinematographyII	35
BOT 1010L	General Botany Lab	7

		Full-time/ Part-time Student Special Fee
BSC 1010C	Audio-Tutorial Biology	7
CDA 2040C	Computers I	5
CDA 2041C	Computers II	5
CHM 1046L	General Chemistry Lab	10
CHM 1047L	General Chemistry and Qualitative Analysis Lab	10
CHM 2210L	Organic Chemistry Lab	15
CHM 2211L	Organic Chemistry Lab	15
CJT 2110	Criminal Investigation II	5
CJT 2120	Forensic Photography	5
CJT 2130	Criminalistics Practices	5
DEA 1800	Clinical Practices and Procedures I	10
DEA 1801	Clinical Practices and Procedures II	10
DES 1100	Dental Materials	10
DES 1200C	Dental Radiology	5
ECO 2025	Economics	10
EMT 1000C	Basic Emergency Medical Technology	7
EMT 2302C	Advanced Emergency Techniques	10
ENG 2123	The Film as Literature	8
ETD 1121C	Civil Drafting I	5
ETD 2122C	Civil Drafting II	5
ETD 2123C	Civil Drafting III	5
ETE 1001C	Direct Circuits	5
ETE 1030C	AC/DC Circuits	5
ETE 1020C	Alternating Current Circuits	5
ETE 1130C	Active Electronic Devices	5
ETE 2143C	Transistors	5
ETE 2400C	Communications I	5
ETE 2633C	Digital Systems	5
ETE 2145C	Semi-Conductors	5
ETE 2435C	Applied Circuit Analysis Lab	5
FRC 1004	Subtropical Fruit Culture	2
FRE 1100	French Language Lab	5
FRE 1101	French Language Lab	5
FRE 1000	French Language Lab	5
FRE 2240	French Language Lab	5
GER 1100	German Language Lab	5
GER 1101	German Language Lab	5
GER 1003	German Language Lab	5
GER 2240	German Language Lab	5
GLY 1010L	Physical Geology Lab	7
GLY 1100L	Historical Geology Lab	5
HPR	Towel and lock fee for the following HPR courses: PEL 1141L, DAA 1200, DAA 1160, DAA 1374, PEM 1461L, PEL 1121L, PEM 1201L, PEN 1121L, PEN 1122L, PEL 1341L, PEN 1151L, PEL 1041L, PEM 1121L, DAA 1560, DAA 1161, PEL 1320L, PEM 1102L, PEM 1201L, PEL 1441, PEL 1420L, PEL 1620L, PEL 1540L, PEL 1510L, PEL 1420L, PEM 1102L, PEM 1131L, PEM 1403L, PEM 1405L, DAA 1376, PEO 1341, PEQ 1101, PEL 2142L, PEL 2112L, DAA 2162, PEM 2462L, PEM 2202L, PEN 1123, PEL 2342L, DAA 2700, PEM 2132L, PEO 2621C, PEN 2113L, PEQ 2115L, PEN 2163C, PEP 2201L.	2
ITA 1000	Italian Language Lab	5
MEA 2300	Basic Medical Lab Techniques	10
MEA 2200	Clinical Practices and Procedures	5
MSL 2605C	Basic Instrumentation	5
MSL 2610C	Advanced Medical Lab Techniques	5
MSL 2402C	Clinical Microbiology	15
MTB 1304	Mathematics and Machines	6

Applied Music

Voice	
MVV 1211	36
MVV 1311, 1411	72
MVV 2221	36
MVV 2321, 2421	72
Piano	
MVK 1211, MUS 227	36
MVK 1311, 1411, MUS 228	72
MVK 2221	36
MVK 2321, 2421	72
Organ	
MVK 1213	36
MVK 1313, 1413	72
MVK 2223	36
MVK 2323, 2423	72
Woodwinds	
MVW 1211, MVW 1215	36
MVW 1314, 1315, 1413, 1411	72
MVW 2224	36
MVW 2323, 2421	72

		Full-time/ Part-time Student Special Fee
Brass		
MVB 1215		36
MVB 1315, 1314, 1412, 1411		72
MVB 2225, 2223		36
MVB 2322, 2321, 2423, 2422		72
Percussion		
MVP 1211		36
MVP 1311, 1411		72
MVP 2221		36
MVP 2321, 2421		72
Strings		
MVS 1211, 1216, 1213		36
MVS 1312, 1316, 1311, 1412, 1416, 1414		72
MVS 2221, 2226, 2223		36
MVS 2321, 2326, 2322, 2424, 2426		72
Accordion		
MVO 1211, 2221		36
MVO 1311, 1411, 2221, 2321, 2421		72
NUU 1120C, 1144C	Nursing	10
NUR 2296C	Nursing	6
OCB 2013L	Principles of Marine Biology Lab	7
PEL 1141L, 2142L	Archery	3
PEL 1111L, PEL 2112L	Bowling	18
PEL 1171L	Skeet and Trap Shooting	40
PEN 2136C	SCUBA Diving	35
PEN 2511L	Casting and Angling	2
PHT 1000	Introduction to Physical Therapy	3
PHY 1002L, 2053L, 2054L, 2048L, 2049L	Physics Lab	2
REA 1105	Developmental Reading	5
REA 1205	Advanced Developmental Reading	5
REE 2040	Introduction to Real Estate Principles/ Practices	5
REE 1040	Florida Real Estate Commission I	5
REE 2040	Florida Real Estate Commission II	5
RMI 2300	Principles of Risk Management and Insurance	10
RMI 2208	Personal Loss Exposures and Their Treatment	10
RMI 2217	Commercial Property Loss Exposures and Their Treatment	10
RMI 2227	Commercial Liability Loss Exposures and Their Treatment	10
RMI 2701	Insurance Company Operations	10
RMI 2420	The Legal Environment of Insurance	10
RMI 2010	Management	10
RMI 2710	Insurance Issues and Professional Ethics	10
RTE 1002	Introduction to Radiologic Technology	5
RTE 1308	Radiologic Science	10
RTE 1455	Principles of Radiographic Exposure	15
RTE 2564	Positioning and Special Procedures	5
RUS 1100	Russian Language Lab	5
SES 1159	Word Processing: Dictation and Input	3
SES 1158	Word Processing: Photographics & Storage	3
SES 2151	Word Processing: Magnetic Typing I	3
SES 2152	Word Processing: Magnetic Typing II	3
SES 2153	Word Processing: Magnetic Typing III	3
SPN 1100	Spanish Language Lab	5
SPN 1101	Spanish Language Lab	5
SPN 1000	Spanish Language Lab	5
SPN 2240	Spanish Language Lab	5
ZOO 1013L	General Zoology Lab	7

Miscellaneous Fees (Not Refundable):

Add	3
Drop (Initiated by student)	None
*Drop (Administrative withdrawal)	5
Application	10
*Checks returned and not honored	5
Duplicate Fee Card (Except when completely withdrawing from *all* College classes)	1
Graduation	4
*Fines, lost books, and reprocessing books	As required
Lost HPR locks	0.85
Lost HPR Towels	Per current years contract
Parking decal (over first two)	0.50
*Traffic violation 1st violation	1

	Full-time/ Part-time Student Special Fee
2nd violation	3
3rd violation	5
Assessment of Experiential Learning	3-7 per semester hour

Special fees are charged in certain courses to cover the cost of use of special supplies, materials, equipment, or facilities; such fees are listed in the Registration Handbook each term.

Waiver of Credit for Previous Training or Experience:

Per hour waived	1
CLEP (for each separate report from ETS when credit is granted)	5
Advanced Placement (for each separate report from ETS when credit is granted)	5

*Students must pay fine prior to any subsequent registration or prior to release of his/her records.

Withdrawals & Refund Policies

1. Under the following conditions a student may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated:
   a. Through the last day preceding the commencement of classes in a term established in the College Calendar, a student who registers in advance through on-line registration procedures.
   b. At the time he/she is administratively withdrawn, a student who registered and it is later determined he/she was not eligible to register for academic reasons.
   c. A student who registers for a particular course which is cancelled (refund of fees paid for that course).
   d. A student entering the Armed Forces on a regular and extended tour of active duty. (Student must present an official copy of his Armed Forces orders to the Registrar to receive refund.)
   e. A student who dies or who withdraws for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of a college term. (Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)
2. Under the following conditions a student may receive an 80% refund of matriculation, tuition, and laboratory fees:
   a. A student who is officially withdrawn from the College on or before the last date listed in the College calendar for withdrawing with such refund.
   b. A student who has attended classes in a given College term and who dies or withdraws for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardians, executor of estate, or trustee of trust fund may request and receive refund.)

To be withdrawn officially from the College, a student must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on *Class Attendance.*

Associate in Arts Program

What is it?

The Associate in Arts Degree provides the courses of study equivalent to those offered to the freshmen and sophomore students in the lower division of Florida's state universities. If you receive the Associate in Arts Degree from B.C.C., your degree will meet the lower division requirements of a university and will admit you to the junior level status. The degree requirements consist of the general education requirements which parallel the universities requirements and electives in preparation for a major area of study.

The student is encouraged to contact the specific institution to which he or she wishes to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in the Counseling and Advisement Office.

F.A.M.U. — Florida A and M University
F.A.U. — Florida Atlantic University
F.I.U. — Florida International University
F.S.U. — Florida State University
U.C.F. —University of Central Florida (Formerly F.T.U.)
U.F. — University of Florida
U.N.F. — University of North Florida
U.S.F. — University of South Florida
U.W.F. — University of West Florida

Program Sheets recommending courses for specific majors and programs are available in the Counseling and Advisement Offices on Central, North and South campuses, in the following areas. Students are encouraged to contact the Counseling and Advisement Office for individual assistance in program planning.

Agricultural Sciences
Architecture
Art
Astronomy
Biology
Building Construction
Business Administration
Business Education
Chemistry
Chiropractic
Corrections
Data Processing—Computer Systems/Science
Drama
Elementary Education
Engineering
English
Fashion Merchandising
Food and Nutrition
Foreign Languages
Forestry
Geology
Health Education
History
Home Economics
Interior Design
Journalism
Latin American Studies
Law
Law Enforcement
Marketing Management
Mathematics
Medical and Dental
Medical Technology
Music
Music Education
Nursing
Occupational Therapy
Optometry
Pharmacy
Physical Education
Physical Therapy
Physics
Political Science
Psychology
Radio-Television
Recreation
Religion
Secondary Education
Social Welfare
Sociology
Speech
Speech Pathology-Audiology
Tourism Industries Administration
Veterinary Medicine

Requirements for the Associate in Arts Degree

(University Parallel)

Philosophy of General Education

General education is that combination of college level courses and other activities considered essential for the effective participation of the student as a citizen in his community. General education serves as a foundation for the academic and technical programs at the community college and for further education at the senior institution. The total experience, therefore, should include appropriate academic subjects and supplementary activities whereby the student achieves the best of citizenship with a better understanding of oneself and a higher regard for others.

Requirements for Associate in Arts Degree

To graduate, the student must complete 60 semester hours of academic credit as well as four semester hours of physical education activity courses with a grade-point average of at least 2.0. Excluded are courses beginning with the number "0," Special Services courses, courses carrying institutional credit only. In selecting among BCC general education offerings and elective courses, the student would be

wise to consider catalog suggestions of the upper-level institution to which he/she intends to transfer.

Area 1. English Composition ... 6 semester hours
(Required of all students)
ENC 1103 COMPOSITION or
ESL 1422 and
ENC 1136 COMPOSITION or
ENC 1423 COMPOSITION

Area 2. Humanities ..... 6 semester hours
(Do not choose more than *ONE* course from any category A, B,C, D,E,F, or G)

A. ENG 2712 GR IDEA POETRY, ENG 2230 LIT SHORT STRY, LIT 2440 LIT SC FICTION, LIT 2161 CON ISSUES ART, ENG 2123 FILM AS LIT, LIT 2410 MAL/FEM IMG LT LIT 2331 CONT BLACK LIT, ENG 2176 MYSTERY FICT, LIT 2210 WORLD LIT, LIT 2220 WORLD LIT, ENL 2013 BRITISH LIT, ENL 2023 BRITISH LIT, AML 2024 AMERICAN LIT, AML 2025 AMERICAN LIT, ENG 2921 SEMINAR IN LIT

B. FRW 2100 ST FRENCH LIT, FRW 2101 ST FRENCH LIT, GEW 2010 ST GER LIT, GEW 2011 GER LIT & CULT, SPW 2010 ST SPA LIT, SPW 2011 ST SPANISH LIT,

C. ARH 2000 ART APPREC

D. THE 2002 THEATRE W CULT

E. MUH 2111 MUS HIS LIT, MUH 2112 MUS HIST LIT, MUL 2011 MUS WEST CULT

F. PHI 2010 INTRO TO PHIL, PHI 2600 ETHICS

G. REL 2010 INTRO RELIGION, REL 2300 WORLD RELIGION

Area 3. Social and
Behavioral Sciences .. 6 semester hours
(Select *two* courses from any one category : A, B, C,D, or E)

A. EUH 1000 WESTERN CIV, EUH 1001 WESTERN CIV

B. AMH 2010 U S HISTORY, AMH 2020 U S HISTORY

C. LAH 1004 TWO AMERICAS, LAH 1005 TWO AMERICAS

D. POS 1041 NATIONAL GOVT, POS 1112 ST/LOC GOVT, or INR 2002 INTERNTL REL

E. ANT 2000 INTRO TO ANTHRO. SOC 2000 GENERAL SOC, SOC 2422 SOCIAL ORGNZTN, SOC 2020 SOCIAL PRBLMS

(any two)

Area 4. Science and
Mathematics ..... 9 semester hours

A. Science—any six hours from the following areas: physical science, astronomy, biology, chemistry, geology, or physics, except courses beginning with the number "0" and courses especially designed for technical education curricula. (Many upper division require a laboratory science.)

B. Mathematics—any three semester hours except courses beginning with the number "0", MAT 1013, and other courses especially designed for technical education.

Area 5. Additional
Requirements ..... 9 semester hours
According to requirements in your respective field, choose any courses from *A* through *H*.

A. Modern Foreign Languages
Most colleges of arts and sciences in upper division institutions require completion of the intermediate level of a foreign language as part of their lower division program.

Often upper divisions of senior institutions require at least the intermediate level of the language (2000 level courses). Any combination sequence in a specific language is recommended at the 1000 or 2000 course level.

B. CLP 1000 PSY OF ADJ, PSY 2012 GENERAL PSY, PSY 2043 ADV GEN PSYCH, DEP 2102 CHILD PSYCH, DEP 2302 ADOLESCENT PSY, INP 2101 APPLIED PSYCH, SOP 2002 SOCIAL PSYCH

C. MAF 2501 FAMILY

D. ECO 2013 PRIN ECO I, ECO 2023 PRIN ECO II

E. SPC 1024 INTRO SPE COMM, SPC 1600 PUB SPEAKING

F. GEO 1000 INTRO TO GEO, GEA 2040 WESTERN WORLD, GEA 2030 NON WEST REG

G. MUT 1121 THEORY I, MUT 1122 THEORY II

H. Areas 2, 3, 4 (any course from Areas 2, 3, or 4 above)

Area 6. Physical Education
(Activities) ..... 4 semester hours
(No more than 4 activity courses may be counted toward a degree.) Students who are 29 years of age or older, or who have had previous military experience, or who are exempt upon medical certification are not required to take HPR activity courses. Medical certification must specify the term or terms for the exemption.

Area 7. Electives ..... 24 semester hours
Any combination of courses from the

general education offerings (Business Administration, Cooperative Education, Communications, Humanities, Health, Physical Education and Recreation, Mathematics and Science, and Social and Behavioral Science) except courses that carry only Institutional Credit (these courses begin with the number "0"), Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, the student should give careful attention to his/her major field of study and to the requirements of the institution to which he or she plans to transfer.

Associate in Science Degree

What Is It?

You may be interested in earning an Associate in Science Degree at BCC. The college offers several programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four year degree. BCC offers many Associate in Science Degree programs. They range from our secretarial science programs to our health related programs such as dental hygiene and registered nursing.

When you make the decision to follow an Associate in Science Degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career for you. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

In the Associate in Science Degree program which you choose, you will take courses in two basic areas. One area will be your specialized courses. For instance, if you are going to be a student in Architectural and Building Construction Technology, you will be taking specialized courses in architecture and construction.

The second major area of courses which you will take at BCC will be general education. General education courses are designed to help you develop as a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. It is our belief that these courses in general education, such as English Composition will enhance your overall employment potential since it will broaden your knowledge.

Associate in Science Degree programs are described in the Academic Sections. You can learn additional information about the courses by visiting with counselors or advisors in the Counseling Offices or by contacting the department heads who work with the programs. Some of our Associate in Science Degree programs are restricted to one campus.

FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE IN SCIENCE DEGREE RESTS WITH YOU, THE STUDENT, WHERE YOU MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE.

Most A.S. or certificate programs are not transferable to another college or university without the completion of additional academic courses. If the student wishes to transfer, he or she should discuss this with a counselor or advisor to make certain the program is transferable.

Program sheets are available for all Associate in Science and Certificate programs in the Counseling and Advisement Office on Central, North and South campuses and are described in the Academic Division Sections within this Catalog.

Associate in Science Degree Programs:*

Accounting	BUS
Air Conditioning & Refrigeration	ENG
Airline Careers	BUS
Air Traffic Controller	ENG
Architectural Technology	ENG
Aviation Administration	ENG
Banking Career	BUS
Business Administration—General	BUS
Career Pilot	ENG
Commercial Art	HUM
Contracting and Civil Engineering Technology	ENG
Corrections	CJI
Court and Conference Reporting	BUS
Crime Scene Technology	CJI
Criminal Justice	CJI
Data Processing (Business Option)	ENG
Data Processing (Engineering-Scientific Option)	ENG
Dental Assisting	AHT
Dietetic Technican	PST
Electrical Engineering	ENG
Electronic Technology	ENG
Electronics (Digital or Communication Option)	ENG
Emergency Medical Technology	AHT
Fashion Merchandising	BUS
Fire Science Technology	PST
General Management	BUS
Home Furnishings Marketing	BUS
Hospital Accounting	BUS
Hotel—Restaurant—Institution Administration	PST
Insurance Careers	BUS
Landscape Technology	MTH
Marketing Management	BUS
Medical Assisting	AHT
Medical Laboratory	AHT
Nursing	AHT
Pest Control Technology	MTH
Physical Therapy Assisting	AHT
Police Science	CJI
Pollution Prevention and Control	PST
Public Administration	PST
Purchasing Management	BUS
Radiation Technology	AHT
Radiologic Technology	AHT
Real Estate	BUS
Respiratory Therapy	AHT
Savings & Loans Careers	BUS
Secretarial, Executive, General	BUS
Secretarial—Legal	BUS
Secretarial—Medical	BUS
Tourism Industries—Administration	PST
Veterinary Medical Assisting	AHT

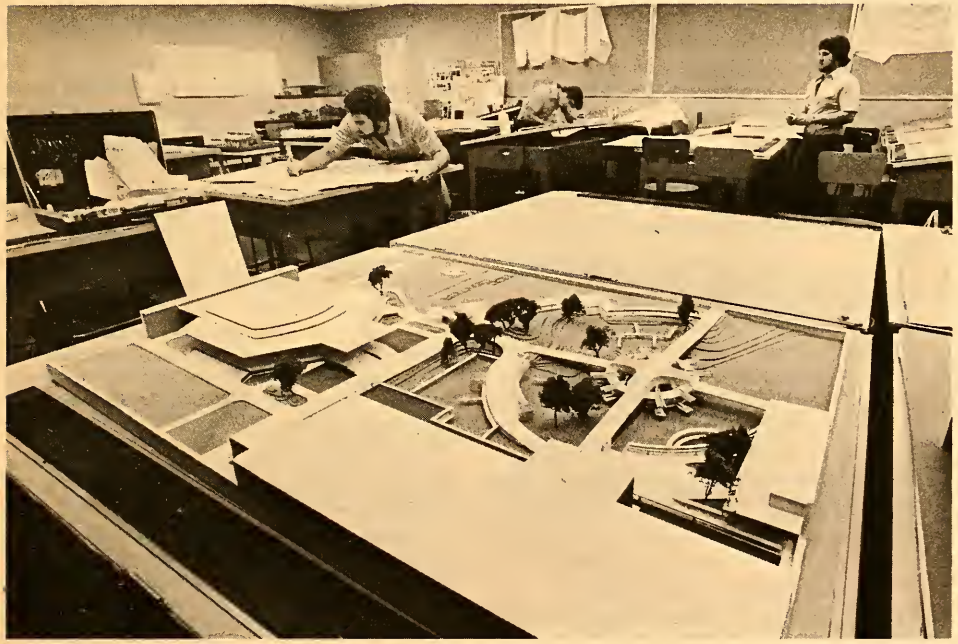
Certificate Programs—Specialized Areas:

Accounting	BUS
Building Construction	ENG
Clerical Typist	BUS
Corrections	CJI
Credit Union Leadership Training	BUS
Data Processing	ENG
Dental Assisting	AHT
Fire Science	PST
Food Service	PST
Income Tax Preparation	BUS
Medical Assisting	AHT
Merchandising	BUS
Police Science	CJI
Pre-school and Daycare Center	SOC
Secretarial	BUS
Secretarial, Advanced	BUS
Secretarial, Certified Professional	BUS
Small Business—Administration	BUS
Traffic Management	BUS

*Division Codes

(Code represents division responsible for programs listed above)

AHT	Allied Health Tech
BUS	Business Administration
CJI	Criminal Justice Institute
ENG	Engineering Tech
HUM	Humanities
MTH	Math & Science
PST	Public Service Tech.
SOC	Social Science



Associate in General Studies

What Is It?

The Associate in General Studies Degree is awarded to students who desire to pursue a self determined course of study. The *degree is not a transfer degree* and students who desire specific transfer information should seek counseling assistance on the campus. Credits may be earned in a wide variety of university parallel and technical courses may range from literature to electronics courses or in a concentrated program of study in particular subject areas. The degree will enable students to exercise a maximum of freedom in determining the course content of the degree. If the student elects to complete the General Education requirements adopted for the Associate of Arts degree, the Associate in General Studies degree will carry the "General Education Requirements Fulfilled" notation.

Degree Requirements

1. Complete the admission process and be accepted to the College.
2. Complete 60 or more credits in courses numbered 100-299 in the College Catalog.
3. Earn a 2.0 grade point average or better in the 60 or more academic credits presented for graduation.
4. Complete ENC 1103, or its equivalent through test performance or transfer.
5. Complete 24 credit hours at BCC, including the final 12 credits.
6. Complete a graduation evaluation, apply for graduation, and pay the graduation fee consistent with published College deadlines.
7. Fulfill all financial obligations to the College.
8. Students eligible for the A.A. or A.S. degree may not be awarded the Associate in General Studies Degree.

Community Services

Community Services is a vital element of the total program at Broward Community College. The department has the primary purpose of emphasizing the *Community* — its needs, its desires, its people. Staffed by a Coordinator at each campus (North, Central, and South) the Office of Community Services extends the College into the community through non-credit offerings and outreach programs which reach beyond the traditional limits of college credit restrictions.

Community Service Programs are designed to provide: *Continuing Education Opportunities* for individuals wanting to upgrade their present skills or to explore new occupational fields; *Cultural and Community Enrichment Studies* for groups and individuals seeking to enhance the quality of living in the community; *Personal Entertainment and Recreation* for individuals wishing to explore new activities for personal growth and enjoyment; and *Resources for Industry, Government and Professional Groups* desiring to supplement their own training and development programs. Community Services Programs are offered as Short Courses, Seminars, Workshops, and Institutes. The structure of a program is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Programs are offered at various locations for your convenience. They are held on the BCC campuses during afternoon or evening hours, or may be brought to condominium clubhouses, civic centers, libraries, or wherever the target group has an available facility. Courses are also conducted at a business, industry, or government facilities.

Community Services Programs are offered on a non-credit basis. There are no entrance requirements or examinations. Registration procedures are simplified to meet group or individual needs. Fees are nominal, usually $2 to $10 for a six weeks course involving 15 hours of instruction. In specific instances, fees may be waived, depending on the particular course and the group being served. Instructors are professional men and women from the Broward Community College faculty and other educators with outstanding background and experience in their fields.

Community Services programs are ready when you are. There are five regular terms during the calendar year during which non-credit courses are offered. However, courses may be offered whenever a group is ready. Other programs (workshops, seminars, etc.) are timed to meet the group's need. You are encouraged to contact the Community Services Coordinator in your area to discuss ways in which the College can meet your needs.

In addition, Community Services sponsors the Women's Centers on each campus which offer interdisciplinary services, non-credit courses, seminars, and workshops designed to help women of all ages expand their potential. Other special projects are developed which help provide for the vocational, educational, and personal needs of women throughout the county and south Florida.

Continuing Education for Nurses

Courses are offered for Nurses seeking to renew their license. Broward Community College is an approved provider of continuing education courses for this purpose. For information regarding this program, contact the Continuing Education Department in the Allied Health Division.

Division of Allied Health Technology

Continuing Education—NUR, RET
Dental Assisting Technology—DEA, DES
Emergency Medical Technology—EMT
Medical Assisting Technology—MEA
Medical Laboratory Technology—MLS
Nursing Technology—NUU, NUR
Physical Therapist Assistant Technology—PHT
Radiation Therapy Technology—RAT
Radiologic Technology—NMT, RTE,
Diagnostic Ultrasound Program—SON
Respiratory Therapy—APB, RET
Veterinary Medical Assisting

Allied Health Courses
Nutrition
Pharmacology

Requirements for Admission to Allied Health Programs

1. Fulfill general requirements for admission to the College.
2. Official High School transcripts:
   a. Partial transcript before graduation
   b. Complete transcript after graduation
3. Official transcripts from each College or program previously attended.
4. 2.0 cumulative grade point average on all college level courses attempted exclusive of developmental courses.
5. Satisfactory test scores or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as required.
7. Acceptable letters of reference and recommendation.
8. Completed physical and dental examination forms.
9. Satisfactory personal interview where required.
10. Medical Laboratory students refer to Medical Laboratory Technology Program.

Suggested program sheets are available in Medical Technology, Nursing, Occupational Therapy, and Physical Therapy.

Procedure for Applying for Admission Allied Health Programs

1. Submit letter of application directly to appropriate Allied Health department. Student will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Head for approval to register for the next in-coming class.

Uniforms:

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the student. Information regarding their purchase is furnished to each applicant following formal acceptance.

Liability Insurance:

All Allied Health Technology students are required to carry Professional Liability Insurance throughout their education program. This is due at the beginning of each year and payable at the time of registration.

Accident Insurance:

It is recommended that all students in Allied Health Programs carry accident insurance. Injuries incurred by student during student activities are the responsibility of the individual student.

Continuing Education

To meet expressed community needs, the Division of Allied Health Technologies will offer opportunities for continuing education through seminars, workshops, and special educational programs. The Division of Allied Health Technologies faculties recognize their responsibilities to provide community service to assist allied health practitioners to adapt to their changing roles in today's society.

Continuing Education courses are listed in this catalog under the Division of Allied Health Technologies, Courses of Instruction, Continuing Education.

Noncredit nursing courses are announced to the community in the publication *Continuing Education: A Newsletter for Nurses.*

Dental Assisting Program

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant requires knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

Broward Community College has developed a unique program to meet the need for trained Dental Assistants in the community. Completion of the first year leads to a certificate; continuation in the program with completion of a second year of prescribed study leads to an Associate in Science Degree. The optional

program is designed to meet the individual needs of the student.

Applicants to the Dental Assisting program must fulfill the general requirements for admission to the College and submit a letter of intent to the Dental Assisting Department. The selection of students is based upon the following additional factors:

1. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
2. Acceptable test scores or satisfactory completion of appropriate courses.
3. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
4. Completed physical and dental examination forms.
5. Satisfactory personal interview with Dental Assisting Department faculty.
6. Acceptable scores on the Dental Assisting Aptitude test.

The Dental Assisting Program is fully accredited by the Commission on Accreditation of the American Dental Association. Accreditation of the program by the Commission grants the necessary eligibility for the graduates of the one year certificate program to take the National Certification Examination for Dental Assistants.

The Dental Assisting Program is a two-phase curriculum. The first year of study constitutes the basic dental assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate in Science Degree may elect to take the second year of general academic studies (terms IV and V).

Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 39 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ALL courses required for the Dental Assisting Certificate.
2. Completion of the following courses in general education:

			Semester Credits
SPC	1024	Introduction to Speech	3
ENC	1103	Composition	3

3. Completion of the following courses in related areas:

DES	1200C	Dental Radiology	2
DIE	2202	Nutritional Diet Modifications	1

4. Completion of the following courses in major field (no grade lower than "C" will be acceptable)

			Semester Credits
DEA	1020	Preclinical Orientation to Dental Assisting	3
DEA	1021	Introduction to Dental Assisting	1
DES	1000C	Dental Anatomy & Physiology	3
DES	1100	Dental Materials	3
DEA	1300	Oral Hygiene	2
DES	1003	Basic Anatomy & Physiology	2
DEA	1800	Clinical Practices & Procedures I	4
DEA	1801	Clinical Practices & Procedures II	4
DEA	1110	Allied Dental Theory	4
DEA	2150	Dental Psychology	1
DEA	1220	Practice Administration of the Dental Office	3
Total semester credits			30

Requirements for the Associate in Science Degree in Dental Assisting:

1. Completion of 68 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses required for the Dental Assisting Degree.
2. Completion of the following courses in General Education:

			Semester Hours
ENC	1103		3
ENC	1136,	1313, 1423	3
MTB	1103		3
SOC	2000		3
SPC	1024		3
PSY	2012		3
APB	1150L,	1023, 1203, 1203L, 1204, 1191L	10

3. Completion of the following courses in related areas:

DES	1200C		2
DIE	2202		1

4. Completion of the following courses in major field: (no grade lower than "C" will be acceptable in Dental Assisting courses.)

DEA	1020,	1021, 1800, 1801,	
DES	1000C,	1100, DEA 1220, 1300, 2150, 2940	33

5. Completion of four semester hours in Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Completion of evaluation of graduation requirements in the Advisement office at time of

advisement/registration for the final term. The student is responsible for completing all graduation requirements.

8. Remove all admission conditions.
9. Attend all official graduation exercises.
10. The Dental Assisting staff reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a career in Dental Assisting.

Dental Assisting
(A.S. Degree)

Enrollment in Dental Assisting courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to the requirements for admission.

The Dental Assisting Program is a two-phase curriculum. The first year of study constitutes the basic dental assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate in Science Degree may elect to take a second year of general education studies (Terms IV and V).

FIRST YEAR

Term I

DEA	1020	Pre-Clinical Orien.—D. Asst.	3
DEA	1021	Intro to Dental Asst	1
DES	1000C	Dent Anat & Physio	3
DES	1100	Dental Materials	3
DEA	1300	Oral Hygiene	2
DES	1003	Basic Anat & Physio	2
DES	1200C	Dental Radiology	2
Total semester credits			16

Term II

DEA	1800	Clinical Pract & Proced I	4
DEA	1110	Allied Dental Theory	4
DEA	2150	Dental Psychology	1
[1]DEA	1220	Practice Admin of the Dental Office	3
SPC	1024	Intro to Speech	3
DIE	2202	Nut Diet Modifi	1
ENC	1103	Composition	3
Total semester credits			19

Term IIIA

DEA	1801	Clinical Practices & Procedures II	4
Total semester credits			4

SECOND YEAR

Term I

*[2]ENC	1136	or ENC 1423 Composition or	
ENC	1313	Tech Report Writing	3
SOC	2000	Gen Sociology	3
APB	1150L	Prin of Bio Lab	1
*APB	1203L, 1204	Integrated Sci for All. Health Tech	4
PSY	2012	Gen Psychology	3
Physical Education activities			2
Total semester credits			16

Term II

*DEA	2940	Dental Practicum	3
*APB	1203L, 1204	Integrated Sci for All Health Tech	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
MTB	1103	Business Math	3
Physical Education activities			2
Total semester credits			13

The Dental Assisting courses will be programmed by the Department for the student.

*Requires a pre or co-requisite—see course description in catalog.

[1]Satisfactory completion of a typing competency examination is necessary for course completion.

[2]Students contemplating transfer to another institution should complete *ENC 1136 or *ENC 1423. *ENC 1313 will satisfy degree requirements at BCC.

Diagnostic Ultrasound
Certificate Program

The Diagnostic Ultrasound certificate program prepares individuals meeting certain qualifications to work with the medical practitioner in the management, control and care of patients referred to these studies.

Clinical work is done in local clinics and hospitals. On completion of the 12 month course the student will be eligible to take the American Registry of Diagnostic Medical Sonographers examinations.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on the following factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 grade point average in all college courses previously attempted. Must be a Registered Nurse or Radiologic Technologist (A.R.R.T.) or have a two year paramedical background approved by the registry.
3. Satisfactory interview with department faculty upon request.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendations.

Diagnostic Ultrasound Technology
One Year Program

Requirements for a certificate in Medical Diagnostic Ultrasound.

1. Completion of 21 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses (No grade lower than "C" will be acceptable). SON 2330, 2630, 2430, 2830, 2831, 2832.

Ultrasound
(Certificate Program)

Enrollment in Ultrasound courses is restricted. A student must consult the Director of Radiologic Technology at Broward Community College for approval and permission. This program is available only to Registered Radiologic Technologists (A.R.R.T.), Registered Nurses, and other paramedical fields with not less than two years experience.

The program is sequential and full time for 12 months.

Term I

SON	2330	Ultrasound Procedures	4
SON	2630	Ultrasound Physics	3
SON	2430	Ultrasound Anatomy & Physiology	4
SON	2830	Clinic A	2
		Total semester credits	13

Term II

SON	2831	Clinic B (40 hours per week)	4
		Total semester credits	4

Term III

SON	2832	Clinic C (through August)	4
		Total semester credits	4

Emergency Medical Technology Program

Broward Community College has developed a three stage program in Emergency Medical Technology to meet the needs of the community. Satisfactory completion of the Basic course (EMT 1000C) will enable the student to write the State E.M.T. 1 examination. Satisfactory completion of the advanced courses (EMT 2302C & 2822C) will enable the student to write the State Paramedic examination. Those desiring an Associate in Science Degree may elect to take additional general academic and specialized E.M.T. courses.

Applicants to the Emergency Medical Technology program must fulfill the general requirements for admission to the college and submit a letter of intent to the Emergency Medical Technology Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted exclusive of developmental courses.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Completed physical and dental examination forms.
6. Freedom from any physical or mental defects or diseases which might impair the candidate's ability to care for a sick or injured person.
7. Freedom from any addiction to alcohol or any harmful drug.
8. Satisfactory personal interview with the Emergency Medical Technology Department Faculty.

Individuals awarded the State certificate of registration as EMTs are eligible to apply to the Division of Allied Health Technologies for the course in Advanced Clinical Techniques. EMT 2302C. Enrollment in all EMT courses is limited. Courses may not be audited if State certification is contemplated, since a grade of "C" or better is required.

All admission requirements are based on the eligibility requirements of the State of Florida to write the EMT 1 examination.

Requirements for the Associate in Science Degree in Emergency Medical Technology are:

1. Completion of seventy-five hours of credit and a grade point average of 2.0 or better.
2. Completion of all EMT courses with a grade of "C" or better.
3. Remove all admission conditions.
4. Completion of a minimum of twenty-four semester hours of residence at the College.
5. Completion of evaluations of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
6. Attend all official graduation exercises.
7. The Emergency Medical Technology staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the qualifications for a career in Emergency Medical Technology.

Emergency Medical Technology Certification Program

This program is designed solely for individuals who desire credentials at the EMT 1 and/or Paramedic level. Individuals seeking admission to the certificate program must contact the EMT Department for permission to register in EMT courses.

A priority for admission into EMT 1000C is given to the following individuals who serve in a "first response" capacity:

1. Fire Department Personnel
2. Ambulance Personnel

3. Police Personnel
4. Lifeguard Personnel
5. EMS Personnel
6. All other interested individuals will be assigned class space as available.

Eligibility for admission into the paramedic courses. EMT 2302C and EMT 2822C require that each applicant hold current certification as an EMT in the State of Florida.

A priority for admission into the Paramedic Certificate program is given to individuals who:

1. Have been an *active* member of an emergency-/rescue squad for a minimum of 1 year as an EMT-Ambulance attendent.
2. Have acceptable recommendations from his/her present ambulance administrator and/or medical advisor.
3. Have for at least one year demonstrated the ability to function in emergency situations as an ambulance attendent, fireman, military corpsman, emergency department or intensive care unit technician, or nurse (critical care).
4. Are associated with an ambulance or rescue service, emergency department, or intensive care unit that is equipped or will be equipped in the near future for advanced emergency care, such as hospital/vehicle radio communications, cardioscope/defibrillator, intravenous supplies, and drugs.
5. All other interested individuals will be assigned class space as available.

Employment opportunities exist in the community for persons with either EMT 1 or Paramedic credentials. A certificate of achievement will be awarded upon completion of the EMT 1000C and EMT 2822C courses.

EMT	1000C	Basic Emergency Medical Technology (EMT 1)	4
EMT	2302C	Advanced Emergency Techniques (Paramedic—part 1)	4
EMT	2822C	Clinical Emergency Medical Technology (Paramedic—part 2)	4

Students must have liability insurance coverage for courses which include clinicals of any kind. Proof of insurance is necessary to attend the first class.

Emergency Medical Technology
(Associate in Science Degree)
(75 Credit Total)

Enrollment in Emergency Medical Technology courses requires academic approval and notice of acceptance from the Allied Health Division at Broward Community College. Refer to requirements for admission.

First Year

Term I

*APB	1023,	1203 Integrated Science for Allied Health Tech	4
APB	1150L	Prin of Biology Lab	1
ENC	1103	Composition	3
MEA	1010	Medical Terminology	3
*EMT	1000C	Basic Emergency Medical Technology	4
Physical Education activity			1
Total semester credits			16

Term II

*APB	1203L,	1204 Integrated Science for Allied Health Tech	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
*ENC	1136	or *1423 Composition	3
PSY	2012	Gen Psychology	3
MTB	1334	Technical Algebra or	
*MAT	1033	Inter Algebra	3
*EMT	2271	Crisis Intervention	3
Physical Education activity			1
Total semester credits			18

Term IIIA and IIIB

SOC	2000	Gen Sociology	3
*APB	1600	Pharmacology I	1
*APB	1601	Pharmacology II	1
*EMT	2302C	Adv Emerg Techniques	4
Physical Education activities			2
Total semester credits			11

SECOND YEAR

Term I

*EMT	2822C	Clinical Emergency Med Tech ...	4
*EMT	2278	Emergency Care of Children	3
*EMT	2275	Emergency Med Tech Assessment	3
*[1]EMT	2235,	2422 or 2451 (Elective)	3
Total semester credits			13

Term IIA

*EMT	2251	Endotracheal Preceptor/Practicum	5

Term IIB

*EMT	2887	OB Preceptor/Practicum	5
Total semester credits			10

Term IIIA or IIIB

*EMT	2848	Rescue Internship/Practicum	5
*EMT	2519	Leadership/Practicum	2
Total semester credits			7

*Requires a pre or co-requisite—see course description in catalog.

[1]EMT Electives: *EMT 2422 Aquamedic Injury Management
*EMT 2451 Emergency Care in Flight
*EMT 2235 Emergency Respiratory Therapy

Medical Assisting Program

The role of the Medical Assistant within the physician's office of today is becoming more varie , demanding and complex. Duties and responsibilities may encompass that of either an administrator, clinician or technician, and in many instances all three areas in addition to being a public relations expert at all times.

Taking into account the broad and varied responsibilities that the Medical Assistant may be required to assume, the Associate Degree Program in Medical Assisting offered by Broward Community College requires courses in General Education, Business Education, and in areas of specialization directly related to this allied health occupation.

The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allowing for the development of specific skills within any chosen interest or specialty area. Students in the practicum courses will be required to spend a minimum of ten hours per week in clinical facilities.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Medical Assisting Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Satisfactory interview—if requested by Department Head.
6. Evidence of 35 WPM typing skill
   a. Applicants must submit an original copy of a typing test verifying a 35 WPM proficiency. This should be signed and dated by the instructor administering the test.
   b. Applicants without signed typing test should go to the Business Administration Department (Central Campus) and make arrangement to take this test in the typing lab.
   c. Applicants meeting all admission criteria except the typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

The Medical Assisting Program is approved by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants. Graduates are eligible to take the National Certification Examination for Medical Assistants immediately upon graduation.

Medical Assisting Technology

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of a minimum of 70 semester hours of credit and a grade point average of 2.0 or higher.
2. Completion of the following courses in **General Education:** (22 hours)

			Semester Hours
ENC	1103	.....	3
EMT	1051	.....	3
		Social Science elective	3
PSY	2012	.....	3
APB	1150L,	1023, 1203, 1203L, 1204, 1191L	10

3. Completion of the following courses in **related areas:** (10 hours)

SES	1110,	1111, 1112, or SES 2120, 2121, 2122	3
ACC	1001	.....	3
SES	2335,	SES 2361, SES 2361 .	3
SES	2335	or ENG 1313, 1423 ..	3
DIE	2202	.....	1

4. Completion of the following courses in **major field:** (No grade lower than "C" will be acceptable in Medical Assisting courses.)

MEA	1002,	1010, 1011, 1100, 2300, 2200, 2800, 2810, APB 1600, 1601 ...	31

5. Completion of four semester hours of **Physical Education Activities.** (4 hours)
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission requirements.
9. Attend all official graduation exercises.
10. The Medical Assisting faculty reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for success as a Medical Assistant.
11. Enrollment in MEA 2800, 2810 is by recommendation of the faculty.

A brochure describing the Medical Assisting Program is available on request from the Division of Allied Health.

Medical Assisting
(Associate in Science Degree)

Enrollment in Medical Assisting courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to requirements for admission.

FIRST YEAR

Term I

MEA	1002	Intro to Medical Assisting	3
MEA	1010	Medical Terminology	3
[1]SES	1110,	1111, 1112 Inter Typing	3
ENC	1103	Composition	3
APB	1150L	Prin of Biology Lab	1
*APB	1023,	1203 Integrated Science for Allied Health Tech	4
Physical Education activity			1
Total semester credits			18

Term II

*MEA	1011	Clinical Terminology	3
*MEA	1100	Adm Office Procedures	3
*MEA	2200	Clinical Office Procedures	3
*APB	1203L,	1204 Integrated Science for Allied Health Tech	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
Physical Education activity			1
Total semester credits			15

Term IIIA or IIIB

EMT	1051	Emergency Medical Tech	3
Social Science Elective			3
Total semester credits			6

Second Year

Term I

MEA	2300	Medical Office Lab Procedures	4
*MEA	2800	Practicum in Medical Assisting	5
*SES	2361	Transcribing Machines	3
APB	1600,	1601 Pharmacology I and II	2
Physical Education activity			1
Total semester credits			15

Term II

*MEA	2810	Advanced Practicum in Medical Assisting	5
*[2]SES	2335	Business Comm or	
*ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
ACC	1001	Acct Survey I	3
PSY	2012	Gen Psychology	3
*DIE	2202	Nutritional Diet Modifications	1
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]If student does not meet prerequisites, he/she will have to take qualifying typing courses. Students taking Intermediate Typing should concurrently enroll in SES 1110, 1111, 1112.

[2]Completion of ENC 1103 and ENC 1313 or SES 2335 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

Medical Assisting
Certificate of Achievement

This program is designed for individuals who already possess basic business office skills and/or medical office experience.

Individuals seeking admission to the certificate program must fulfill the same admission requirements as those seeking admission to the A.S. Degree program in Medical Assisting. The Department Head will evaluate past work experience to determine eligibility for this certificate program. Work experience must be validated in writing by a previous employer who must send his statement directly to the Department Head. Additional courses may be required dependent upon the applicant's particular background and experience.

A certificate of achievement will be awarded upon completion of the courses listed below. Student must contact the Department Head during the final term and consult an academic advisor for evaluation of credits.

MEA	1002	Introduction to Medical Assisting	3
MEA	1010	Medical Terminology	3
*MEA	1011	Clinical Terminology	3
*MEA	1100	Administrative Office Procedures	3
MEA	2300	Medical Office Laboratory Procedures	4
*MEA	2200	Clinical Office Procedures	3
APB	1600,	1601 Pharmacology	2
EMT	1051	Emergency Procedures	3
*MEA	2800	Practicum in Medical Assisting	5
*MEA	2810	Advanced Practicum in Medical Assisting	5
Total semester credits			34

*Requires a pre or co-requisite—see course description in catalog.

Credits may be applied toward a degree at various senior institutions if one is interested in advanced administration and/or teaching in the health care field.

Employment opportunities readily exist in physicians' offices and related medical facilities.

Medical Laboratory Program

The Medical Laboratory Technician Associate Degree program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (Certified Laboratory Assistant)-MLT-C(LA)- to continue his/her education and qualify for higher level positions in the clinical laboratory field. MLT-AD graduates will be able to work with less direct supervision and perform more difficult procedures than would be expected of the MLT-C(LA). They will be eligible to take the national certifying exam for Medical Laboratory Technican and the Florida State Licensure exam for Clinical Technologist.

The Medical Laboratory Technician-AD program of Broward Community College is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is open to graduates of one year MLT-C(LA) programs approved by NAACLS. Applicants must satisfy requirements for admission to the college, submit verification of graduation from an approved MLT-C(LA) Program and verification of CLA certification. Applicants whose CLA certification is pending will need the recommendation of their MLT-C(LA) instructor. MLT-C credentials must be approved by the Medical Laboratory Technology Department.

The department reserves the right to require applicants who are not recent graduates of the approved program at Sheridan Vocational Center to take a series of examinations covering all clinical laboratory areas to demonstrate knowledge and skills at least equivalent to minimum requirements for current Sheridan MLT-C(LA) graduates. Students with limited areas of insufficient competence will be assisted with developing a program of remedial study if they so desire. They may then elect to be re-examined in previously weak areas. If competencies are demonstrated in all areas on retesting, the student will be accepted into the program.

Students who are on the waiting list for the MLT-C(LA) program at Sheridan Vocational Center may be admitted to the MLT program at Broward Community College on verification by Sheridan Vocational Center that they have met the entrance requirements of their MLT-C(LA) program. These students may not take courses prefixed with MLS until they have completed the CLA program, but may take all other courses required for the MLT Associate Degree.

Upon meeting admission requirements and completing at least two of the three required MLS prefixed courses with a grade of C or better, CLA graduates will have the thirty (30) MLT-C(LA) level credits awarded (fee $30). Students must complete forty-three (43) semester hours credit to satisfy the Associate in Science degree requirements for graduation. Once selected for admission into the Medical Laboratory Technician program, students may select one of the three (3) curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a University for further study. Track I contains (25) university parallel credits. Track II has more university parallel credits for the student who plans to eventually apply them toward earning a Baccalaureate Degree in Medical Technology or a related science. Track II contains thirty-four (34) university parallel credits. Track III reflects our Pre-Medical Technology (A.A. Degree) program as it appears in the College catalog and does not require the first year in the Certified Laboratory Assistant program as a prerequisite. Track III is designed for the student who is not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology. It appears in the catalog as Pre-Medical Technology (A.A. Degree) program.

Medical Laboratory Technology

Requirements for the Associate in Science Degree in Medical Laboratory Technology:

1. Completion of 73 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following courses in major field (no grade lower than "C" will be acceptable for MLS courses):

		Semester Hours
MLS	2605C, 2610C, 2402C	10

3. Completion of the following courses in related areas:
   MLS 1010C, 1210C, 1520C, 1021C **30**
   These courses represent a 12-month NAACLS approved MLT-C(LA) program and will be waived upon verification of successful completion of the MLT-C(LA) program and certification as Certified Laboratory Assistant. These courses are not offered by the College.
4. Completion of the following courses in general education:

			Semester Hours
a. Tracks I and II			
ENC	1103	.....	3
MAT	1033	.....	3
CHM	1045,	1046, 1046L	7
PSY	2012	.....	3
b. Track I only			
APB	1150L,	1023, 1203, 1203L, 1204, 1191L ...	10
ENC	1313	.....	3
SOC	2000	.....	3
c. Track II only			
ENC	1136	(1423)	3
MAC	1132	.....	3
CHM	1047,	1047L	4
APB	1150L,	ZOO 1013, 1013L	5

5. Completion of two semester hours in Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Remove all admission conditions.

8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.

9. Attend all official graduation exercises.

10. The Medical Laboratory Technology staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the qualifications necessary for a career in Medical Laboratory Technology.

Medical Laboratory Technology

Enrollment in Medical Laboratory Technology courses requires verification of graduation from an NAACLS (AMA) approved MLT-C(LA) program. Submit transcript to the Medical Laboratory Technology Department. Refer to requirements for admission. Applicants who have been accepted or are currently completing the MLT-C(LA) program should contact the MLT Department Head to ascertain eligibility for the Associate Degree Program.** CLA graduates must complete forty-three (43) or forty-four (44) credits to satisfy the Associate in Science degree requirements for graduation. After completion of 2 MLS courses with a grade of C or better, the MLT-C(LA) graduate is awarded thirty (30) MLS credits for his/her MLT-C(LA) courses.

Students may select one of two curriculum tracks toward the Associate in Science Degree. See preceding: "Medical Laboratory Program" section for explanation of tracks.

Each student must complete the following courses:

		Semester Credits
MLS	1010C, 1210C, 1520C, 1021C MLT-C(LA)	30
*MLS	2605C, 2610C, 2402C	10
ENC	1103	3
*MAT	1033	3
*CHM	1045, *1046, *1036L	7
PSY	2012	3
Physical Education Activities		2

Students may elect from the following tracks to complete their requirements for the A.S. Degree:

Track I			
APB	1150L, *1023, *1203, 1203L, *1204, *1191L		10
SOC	2000	3	3
*ENC	1213		3
Total			74

Track II			
*MAC	1132		3
*CHM	1047, *1047L		4
APB	1150L, *ZOO 1013, *ZOO 1013L		5
*ENC	1313	or *ENC 1423	3
Total			73

*Requires a pre or co-requisite—see course description in catalog.

**Students who desire to work toward the A.S. Degree prior to completion of the MLT-C(LA) program may receive a preliminary acceptance into the MLT-AD program by presenting a copy of the MLT-C(LA) letter of acceptance to the Medical Laboratory Technology Department of the College.

Department of Nursing Technology

The Associate Degree program in Nursing is designed to prepare men and women for careers in nursing. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level and to contribute to the promotion of health in the community.

The program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities. Nursing courses require students to spend 12 to 24 hours per week in clinical experiences.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Nursing Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 cumulative grade point average in college or nursing programs previously attempted.
3. Acceptable test sources or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
5. Satisfactory completion of APB 1150L and APB 1023 or equivalent (minimum grade of C required).

Graduates will receive an Associate in Science in Nursing Degree which meets the academic requirements for eligibility to write the Florida State Board of Nursing examination for licensure as registered nurses.

The Nursing Program is approved by the Florida State Board of Nursing, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

Nursing Program

Requirements for the Degree of Associate in Science in Nursing:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable on *all* courses required in the Nursing Degree.

2. Completion of the following courses in General Education:

	Semester Hours
English Composition	6
ENC 1103 and 1423 (1136, 1313)	
Social Science elective	3
SOC 2000	3
PSY 2012	3
DEP 2102	3

3. Completion of the following courses in the major field: (No grade lower than "C" will be acceptable in Nursing courses.) 36

4. Completion of the following courses in related areas:

Biology	10
APB 1150L, 1023, 1293, 1203L, 1204, 1191L	
DIE 2202 Nutritional Diet Modification	1
APB 1601 Pharmacology	1

5. Completion of four semester hours in Physical Education Activities.

6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.

7. Remove all admission conditions.

8. Completion of a minimum of twenty-four semester hours of residence at the College, of which 15 hours must be in nursing. (Eight of these must be 2000 level courses.)

9. Attend all official graduation exercises.

10. Any student receiving a W or a grade of less than C in any nursing course will not be permitted to continue in the program without the approval of the Chairperson of the respective Nursing Department.

11. The Department of Nursing Technology reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the qualifications necessary for a nursing career.

Nursing Technology Program
(A.S. Degree)

Each student must complete the following courses:

			Semester Hours
APB	1150L		1
APB	1203		4
APB	1203L	1204	4
APB	1191L		1
*ENC	1103		3
*ENC	1423	(1136, 1313)	3
DIE	2202		1
NUU	1120C		2
NUU	1131C		2
NUU	1144C		2
NUU	1140C		2
NUR	1121C		2
NUR	1310C		2
NUR	1331C		2
NUR	1133C		2
NUR	1135C		2
**NUR	2225C		2
**NUR	2224C		2
**NUR	2235C		2
**NUR	2232C		2
**NUR	2216C		2
**NUR	2233C		2
**NUR	2234C		2
NUR	2296C		4
Social Science Elective			3
SOC	2000		3
HPR			4
PSY	2012		3
DEP	2102		3

*Completion of ENC 1103 and ENC 1313 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1136 (or 1423) since the other English courses listed above may not be acceptable for transfer credit.

Interchangeable courses in medical-surgical nursing. **Required instructor approval for enrollment.

Nursing Technology
(A.S. Degree)

Enrollment in Nursing courses requires academic approval and notice of acceptance from the Allied Health Division of Broward Community College. (Refer to the Admission Requirements and Procedures.)

The Nursing Technology program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities. Nursing courses require students to spend 12 to 24 hours per week in clinical practice. *A grade of C or better is required in all course work.* The Associate in Science in Nursing Technology degree meets the academic requirements for eligibility to write the Florida State Board of Nursing examination for licensure as a registered nurse. The Nursing Program is approved by the Florida State Board of Nursing, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

Each student must complete the following courses:

ENC	1103	Composition	3
*[1]ENC	1423	(ENC 1136, 1313) Composition	3
SOC	2000	General Sociology	3
Social Science Elective			3
PSY	2012	General Psychology	3
*DEP	2102	Child Psychology	3
Physical Education activities			4

APB	1150L	Principles of Biology Lab	1
*APB	1023,	1203 Integrated Science for Allied Health Tech ..	4
*APB	1203L,	1204 Integrated Science for Allied Health Tech ..	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
[2]DIE	2202	Nutritional Diet Modifications	1
[3]APB	1601	Pharmacology II	1
[4]NUU *	1120C, 1121C,	1131C, 1144C, 1140C, 1310C, 1331C, 1133C, 1135C, 2225C, 2224C, 2235C, 2232C, 2216C, 2233C, 2234C, 2296C ...	36

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of English 1103 and English 1313 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a university should complete English 1103 and 1136 (or 1423) since the other English course listed above may not be acceptable for transfer credit.

[2]DIE 2202 should be taken after the Biologies are completed.

[3]APB 1601 is to be taken with Nursing courses.

[4]Nursing courses can be taken *after* admission letter and instructions are received from the Nursing Department. The courses are listed in sequence.

Physical Therapist Assistant Program

The training and education of the Physical Therapist Assistant is a joint venture with the profession, the community, and Broward Community College. Men and women participating in carrying out skilled technical work in varied settings performing duties which are delegated to them by the supervising physical therapist, to aid the patient in the recovery of normal body functions by use of physical modalities.

Course work is provided for currently employed aides who wish to obtain an Associate Degree, as well as for those students entering the field, and for those wishing to transfer to a four year university.

Program is fully accredited by the American Physical Therapy Association. Licensing examinations are given by the Florida State Board of Professional Examiners at the completion of the two year program, and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Physical Therapist Assistant Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 cumulative grade point average in college or Physical Therapist Assistant programs previously attempted.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
5. Satisfactory interview with Department faculty.

Graduates will receive an Associate in Science in Physical Therapist Assisting.

Physical Therapist Assistant

Requirements for the Associate in Science Degree in Physical Therapist Assistant:

1. Completion of a minimum of 70 semester hours of credit and a grade point average of 2.0 or better.
2. No grade lower than "C" will be acceptable in Physical Therapist Assistant courses.
3. Completion of four semester hours of Physical Education activities.
4. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
5. Remove all admission conditons.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Attend all official graduation exercises.
8. The Physical Therapist Assistant faculty reserves the right to discontinue a students enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for a career as a Physical Therapist Assistant.

Physical Therapist Assistant

Enrollment in Physical Therapy courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to requirements for admission.

FIRST YEAR

Term I

PHT	1000	Intro to Physical Therapy	3
*APB	1023,	1203 Integrated Science for Allied Health Tech	4
APB	1150L	Prin of Biology Lab	1
MEA	1010	Medical Terminology	3
ENC	1103	Composition	3
PSY	2012	Gen Psychology	3
(1)Physical Education activity			1
Total semester credits			18

Term II

*PHT	1800	Therapeutic Modalities	3
*APB	1203L,	1204 Integrated Science for Health Tech	4
*APB	1191L	Integrated Science Allied Health Tech Lab	1
*APB	1600,	1601 Pharmacology I and II	2
MEA	1002	Intro to Med Asst	3
PHT	1104,	1105 Anatomy for P.T. Assistant	4
Physical Education activity			1
Total semester credits			18

Term IIIA or IIIB

*PHT	1210C	Disabilities and Therapeutic Procedures I	3
*PHT	1801	Clinical Practice I	3
Total semester credits			6

SECOND YEAR

Term I

*PHT	2120C	Applied Kinesiology	3
*PHT	2810	Clinical Practice II	4
*PHT	2220C	Disabilities and Therapeutic Procedures II	3
*[2]ENC	1136	or 1423 Composition or	
*ENC	1313	Tech Report Writing	3
HES	1000	Personal Hygiene & Community Health	3
Physical Education activity			1
Total semester credits			17

Term II

*PHT	2221C	Rehabilitative Procedures	3
*PHT	2820	Clinical Practice II	6
*PSY	2043	Advanced Gen Psych	3
EMT	1051	Emergency Medical Tech	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Physical Education activity: It is recommended that students consider swimming, conditioning, and unarmed defense.

[2]Students contemplating transfer to a university should complete ENC 1103 and 1136 or 1423 since other English courses listed above may not be acceptable for transfer credit.

Radiation Therapy Technology Program
(A.S. Degree)

The Radiation Therapy program prepares an individual to assist the medical doctor specializing in this field with the management, control, and care of patients receiving radiation therapy. Clinical work is done in local hospitals. On completion of the 24 months course, the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Satisfactory interview with department faculty upon request.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendations.

A degree of Associate in Science in Radiation Therapy Technology requires the student to successfully complete 66 hours of credit as listed with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiation Therapy Technology courses. The Radiation Therapy Technology staff reserves the right to discontinue a student's enrollment at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a Radiation Therapy Technology career. A brochure describing the Radiation Therapy Technology program is available on request from the Division of Allied Health, Hollywood Center.

The Radiation Therapy Technology program is approved by the Council of Medical Education of the American Medical Association in collaboration with the American College of Radiology, and the American Society of Radiologic Technologists.

Radiation Therapy Technology

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Allied Health Division at Broward Community College. Refer to requirements for admission.

FIRST YEAR

Term I

RAT	1001	Intro to Radiation Therapy	3
RAT	1611	Intro to Radiation Physics	1
*APB	1023,	1203 Integrated Science for Allied Health Tech	4
ENC	1103	Composition	3
[1]MTB	1334	Technical Algebra or	
*MAT	1033	Inter Algebra	3
MTB	1304	Math with Machines	1
Physical Education activity			1
Total semester credits			16

Term II

RAT	1021	Prin of Radiation Therapy	2
RAT	1111	Radiographic Process	2
RAT	1614	Radiation Physics	2
RAT	1800L	Clinic A	2

*APB	1203L, 1204	Integrated Science for Allied Health Tech	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
MEA	1010	Medical Terminology	3
Physical Education activity			1
Total semester credits			17

Term III

RAT	1810L	Clinic B	5
Physical Education activity			1
Total semester credits			6

SECOND YEAR

Term I

*RAT	2618	Advanced Radiation Physics	4
RAT	2840L	Clinic C	2
RAT	1023	Oncology	2
PSY	2012	Gen Psychology	3
SPC	1600	Public Speaking	3
*[1]ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
Physical Education activity			1
Total semester credits			18

Term II

RAT	2241	Pathology and Radiobiology	3
RAT	2850L	Clinic D	6
RAT	2619	Dosimetry	1
Total semester credits			10

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of ENC 1103, ENC 1313 and MTB 1334 will satisfy the requirements for a degree in Radiation Therapy Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1423, and MAT 1033 since other English and Math listed above may not be acceptable for transfer credit.

Radiation Therapy Technology Certificate Program

The Radiation Therapy Technology certificate program prepares individuals who have certain qualifying factors to assist the Radiation Therapist with the management, control and care of patients receiving Radiation Therapy. Clinical work is done in local clinics and hospitals. On completion of the 12 month course the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on the following factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 grade point average in all college courses previously attempted. Must be a Registered Nurse or Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree in a related field.
3. Satisfactory interview with department faculty upon request.
4. Acceptable letters of reference from employers where applicable, and letter of personal recommendations.

The Certificate Program in Radiation Therapy Technology is approved by the Council on Medical Education of the American Medical Association in collaboration with the American College of Radiology, and the American Society of Radiologic Technologists.

Radiation Therapy Technology One Year Program

Requirements for a certificate in Radiation Therapy Technology.

1. Completion of 29 hours of credit and a grade point average of 2.0 or better.
2. Completion of MTB 1304 and, in some instances, APB 1023, 1203, 1203L, 1204, 1191L.
3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Radiation Therapy courses.) RAT 1001, 1021, 1023, 1820L, 1830L, 1211, 2618, 2619, 2241, and 2860L. Students other than R.T.'s (A.R.R.T.) will be required to complete RAT 1111. Baccalaureate degree accepted students who have not had appropriate credits in Anatomy and Physiology must complete APB 1023, 1203, 1203L, 1204, and 1191L.
4. Remove all admission conditions.
5. The Radiation Therapy Technology staff reserves the right to discontinue a student's enrollment at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a Radiation Therapy Technology career.

A brochure describing the Radiation Therapy Technology program is available on request from the Division of Allied Health, Hollywood Center.

Radiation Therapy Technology

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Allied Health Division at Broward Community College. Refer to requirements for admission.

CERTIFICATE PROGRAM

Term I

RAT	1001	Intro to Radiation Therapy	3
RAT	1820L	Clinic X	4
RAT	1211	Anatomy & Physiology Self-Study	1
RAT	1023	Oncology	2
*RAT	2618	Advanced Radiation Physics	4
MTB	1304	Math with Machines	1
Total semester credits			15

Term II

RAT	1021	Prin of Radiation	2
RAT	1830L	Clinic Y	4
RAT	2619	Dosimetry	1
RAT	2241	Pathology & Radiobiology	2
		Total semester credits	9

Term III

RAT	2860L	Clinic Z	5
		Total semester credits	5

*Requires a pre or co-requisite—see course description in catalog.

Radiologic Technology Special Program for Degree (A.S. Degree)

This program is designed as a course of study exclusively for the registered, practicing radiologic technologist. The program provides continuing education leading to the Associate in Science Degree.

Admission to this special program requires verification of current ARRT registration. Upon admission to the program and completion RTE 2564 and RTE 2587, the student will be awarded 44 credits. The student must complete the required 24 credits at Broward Community College to satisfy the Associate in Science degree requirements for graduation.

Special Program in Radiologic Technology

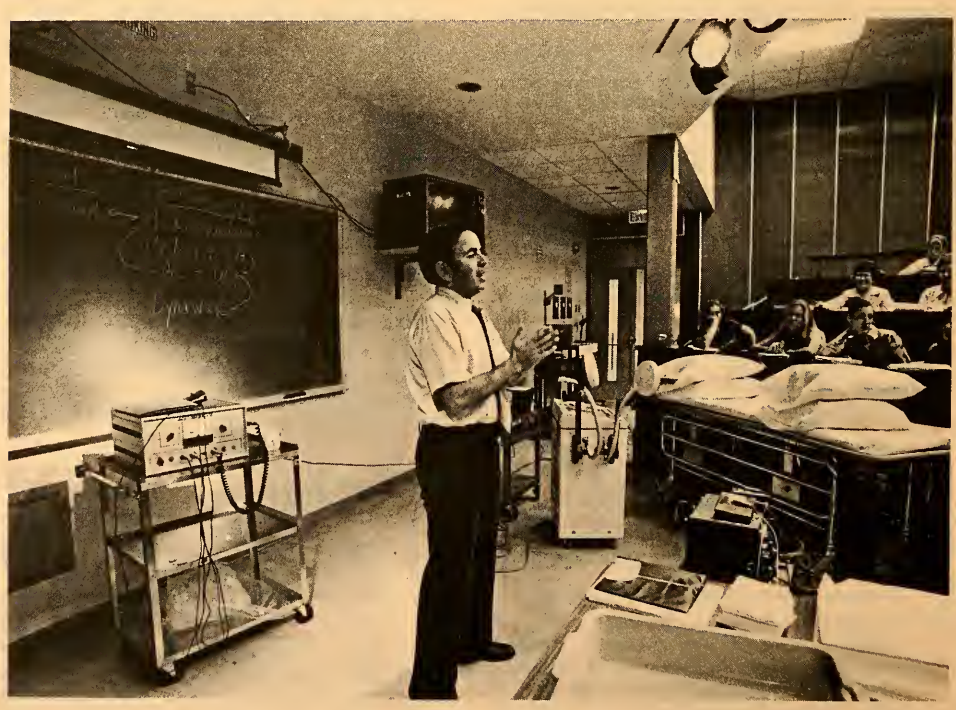
1. Completion of 68 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following courses in major field (no grade lower than "C" in Radiologic Technology courses will be acceptable):

			Semester Credits
RTE	2564,	RTE 2587	6

3. Germaine credits awarded in Radiologic Techology 44
4. Completion of the following courses in General Education:

ENC	1103	and *1423 (*1313) English Composition	6
MTB	1334	Technical Algebra or	
*MAT	1033	Intermediate Algebra	3
SPC	1600	Public Speaking	3
PSY	2012	General Psychology	3
EMT	1051	Emergency Medical Technology	3

5. Completion of evaluation for graduation in the Counseling Department at the time of advisement/registration for the final term. The student is responsible for making this appointment and completing all graduation requirements.



Radiologic Technology Program
(A.S. Degree)

The Radiologic Technology Program prepares an individual to become a Radiographer. Clinical work is done in local hospitals toward the satisfactory completion of the 28-month course. The individual will be eligible to take the American Registry of Radiologic Technology examination during the final month of internship. Registered radiologic technologists will find immediate employment in the many hospitals and clinics throughout the country.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Satisfactory interview with department faculty upon request.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.

A degree of Associate in Science in Radiologic Technology requires the students to successfully complete 69 hours of credit as listed with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiologic Technology courses. The Radiologic Technology staff reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a Radiologic Technology career. A brochure describing the Radiologic Technology program is available on request from the Division of Allied Health, Hollywood Center.

The Radiologic Technology Program is approved by the Council on Medical Education of the American Medical Association in collaboration with the American College of Radiology and the American Society of Radiologic Technologists.

Radiologic Technology Program
(Associate in Science Degree)

FIRST YEAR

Term I

RTE	1002	Intro to Radiologic Tech	3
RTE	2123	Nursing Procedures	2
*APB	1023,	1203 Integrated Science for Allied Health Tech	4
ENC	1103	Composition	3
[1]MTB	1334	Technical Algebra or	
*MAT	1033	Inter Algebra	3
Physical Education activity			1
Total semester credits			16

Term II

RTE	1800L	Clinic A	2
RTE	1455	Principles of Radiographic Exp	3
RTE	1720	Topographic Anatomy	2
*APB	1203L,	1204 Integrated Science for Allied Health Technology	4
*APB	1191L	Integrated Science for Allied Health Tech Lab	1
MEA	1010	Medical Terminology	3
*[1]ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
Physical Education activity			1
Total semester credits			19

Term IIIA

RTE	1308	Radiographic Science	3
RTE	1810L	Clinic B	2
Total semester credits			5

Term IIIB

RTE	1840L	Clinic C	2
Physical Education activity			1
Total semester credits			3

SECOND YEAR

Term I

RTE	2850L	Clinic D	2
RTE	2615	Radiologic Physics	3
RTE	2614	Introduction to Radiation Therapy	1
NMT	2002	Introduction to Nuclear Medicine	1
PSY	2012	Gen Psychology	3
SPC	1600	Public Speaking	3
Physical Education activity			1
Total semester credits			14

Term II

RTE	2895L	Internship	4
RTE	2564	Positioning & Spec. Procdures	4
Total semester credits			8

Term III

MAN	2949	Clinical Practicum	3
Total semester credits			3

Term I

MAN	2949	Clinical Practicum	3
Total semester credits			3

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of ENC 1103, ENC 1313 and MTB 1334 will satisfy the requirements for a degree in Radiation Therapy Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1423, and MAT 1033 since other English and Math listed above may not be acceptable for transfer credit.

Respiratory Therapy Program

Respiratory Therapy is concerned with the diagnosis, management, control, and care of patients with deficiencies and abnormalities of respiration. Practicum courses require student to spend 8 to 34 hours per week in clinical experiences.

Graduates of this program will receive an Associate in Science Degree in Respiratory Therapy. The Degree represents partial fulfillment of the requirements established by the National Board of Respiratory Therapy for writing the national registry examinations.

Requirements for Admission to Respiratory Therapy:

1. Be admitted to the College—this is a separate application.
2. Achieve a cumulative 2.0 grade point average on all college courses attempted.
3. Complete an American Heart Association Basic Life Support Course and submit copy of card awarded.
4. Complete the application procedure for the Respiratory Therapy program as described below.
5. Satisfactory personal intereview may be required.

Application to the Respiratory Therapy Program

1. Write the Department of Respiratory Therapy in January of the year prior to the August you desire admission, requesting application forms and materials.
2. Complete those application forms and return them together with #3 above.

PLEASE NOTE THE FOLLOWING:

1. Application to the College including any transcripts must be completed prior to application to the respiratory program.
2. Admission request letters will only be accepted after January 1 of each year. They will not remain on file if submitted prior to that time.
3. The deadline for applications is April 1 of each year. Any applications received after that date will not remain on file.
4. Priority admission will be given to those students who have completed the following courses:
   APB 1150L, 1023, 1203 and APB 1191L, 1203L, 1204
   Students who graduate from high school the spring preceeding admission, will gain priority status by completing:
   CHM 1020 or CHM 1045 and MTB 1334 or MAT 1033

Respiratory Therapy Program

Requirements for the Degree of Associate in Science in Respiratory Therapy:

1. Completion of 72 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

	Semester Hours
English composition: ENC 1103, 1423 (1313)	6
MTB 1334, MAT 1033	3
Social Science elective	3

3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Respiratory Therapy courses.)
   RET 1024, 1824, 1274, 1825, APB 2294, RET 2284, 2934, 2935, 2826, 2827, 2412, 2828, 2844, 1264, 2601.
   Total 34
4. Completion of the following courses in related areas:

Biology: APB 1150L, 1023, 1203, 1203L, 1204, 1191L	10
Medical Terminology: MEA 1010	3
Chemistry: CHM 1035, 1036, 1020 (or 1045)	5
Pharmacology: APB 1600, 1602	2

5. Completion of four semester hours in Physical Education Activites.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsibile for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Completion of a minimum of twenty-four semester hours of residence at the College including the last twelve hours.
10. The Respiratory Therapy Technology staff reserves the right to discontinue a student's enrollment at any time during the program if, in its judgment, the student does not possess the personal qualifications necessary for success as a Respiratory Therapist.
11. Students receiving credit for APB 1260 prior to Term I, 1976 must take both RET 1264 and RET 2826 in order to graduate. Waiver credit may not be used for this requirement without the written recommendation of the RSP department director.
12. Students receiving credit for RET 2284 prior to Term I, 1976 must take RET 2935 in order to graduate. Waiver credit may not be used for this requirement without the written recommendation of the RSP department director.
13. Students who fail to make the required "C" in two attempts in a course will be required to wait until space is available in the program before attempting a third time. This regulation takes effect for all courses enrolled in after Term III, 1976. Course failures prior to that time do not apply to this regulation. The student should

understand this statement to mean that after two failures to obtain at least a "C" grade he will not be eligible to take RSP courses or remain enrolled in the RSP program.

Respiratory Therapy Technology (A.S. Degree)

Enrollment in Respiratory Therapy Technology courses requires approval and notice of acceptance from the Allied Health Division of Broward Community College. (Refer to Admission Requirements and Admission Procedures.)

NOTE: Candidates for admission should complete APB 1150L, 1023, 1203, 1203L, 1204, and 1191L before enrollment in RSP courses. Admission priority will be given students who have completed these 10 credits in biological science and laboratory.

PRIOR:

APB 1150L Prin of Biology Lab 1
APB 1023, 1203 Integrated Science for Allied Health Tech 4
APB 1203L, 1204 Integrated Science for Allied Health Tech 4
APB 1191L Integrated Science for Allied Health Tech Lab 1

FIRST YEAR

Term I

CHM	1020	Chem for Gen Ed or	
*CHM	1045	Gen Chemistry	3
MTB	1334	Technical Algebra or	
*MAT	1033	Inter Algebra	3
RET	1024	Intro-Resp Therapy	3
RET	1824	Resp Therapy Practicum A	2
Physical Education activities			2
Total semester credits			13

Term II

*CHM	1035	Paramedical Science I	1
CHM	1036	Paramedical Science II	1
MEA	1010	Medical Terminology	3
APB	1600,	1602 Pharmacology	2
RET	1274	Respiratory Therapy	3
RET	1825	Respiratory Therapy Practicum B	2
Physical Education activities			2
Total semester credits			14

Term IIIA and IIIB

RET	2826	Respiratory Therapy Practicum C	4
RET	1264	Mechanical Ventilation	2
Total semester credits			6

SECOND YEAR

Term I

ENC	1103	Composition	3
Social Science Elective			3
APB	2294	Cardiopulmonary Pathophysiology	2
RET	2934	Cardiopulmonary Diagnostics	2
RET	2827	Respiratory Therapy Practicum D	3
Total semester credits			13

Term II

*ENC	1136	or *1423 Composition or	
*ENC	1313	Tech Report Writing	3
RET	2284	Respiratory Care	2
RET	2935	Intensive Care Management	2
RET	2412	Pulmonary Function	2
RET	2828	Respiratory Therapy Practicum E	3
Total semester credits			12

Term III

RET	2601	Hospital Interactions	1
RET	2844	Critical Care Practicum F	3
Total semester credits			4

*Requires a pre or co-requisite—see course description in catalog.

Veterinary Medical Assisting

Employment opportunities exist for Medical Assisting graduates in veterinary hospitals and clinics as well as medical practices. Students with an interest in veterinary medical assisting should make an appointment with the Medical Assisting Department Head in order to apply for a practicum placement with a veterinarian. If a student completes MEA 2820, and MEA 2821 with a veterinarian, the A.S. degree will be granted in Veterinary Medical Assisting.

It should be clearly understood by all applicants that it is NOT an Animal Technician program and course work does not include any animal work other than in the practicum courses.

Allied Health Courses

Allied Health courses are designed to provide instruction in the many aspects of health care common to the disciplines within the allied health technologies.

Nutrition

This course is designed specifically for students enrolled in Allied Health programs. Other students may enroll only by permission of the Division Chairman.

DIE 2202 Nutritional Diet Modifications — **1 semester hour**

A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets and servings is included. Required for nursing, dental and medical assisting students.

Division of Business Administration

Business Administration Department

Accounting—ACC, BAN, HFT
Banking—BAN
Business Law—BUL
Economics—ECO
Finance—FIN
Management—MAN, GEB
Purchasing—MAR
Real Estate—REE, MAN
Traffic Management—TRA

Insurance Department—ACC, ECO, FIN, MAN, RMI

Marketing—Management Department

Marketing—MAR, MKA
Fashion Merchandising—MKA
Home Furnishings—MAR, MKA

Secretarial Science Department—ACC, BTE, LEA, MAN, REE, SES

Business Administration

Education for business prepares the student vocationally and helps to develop the social and economic attitudes which are essential in establishing the future success of American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills, and the development of character and personality that will help the student cope with our changing economy.

The Business Administration program are divided into three groups:

1. Suggested programs leading to an Associate Arts Degree which cover the first two years of a four-year university program leading to a Bachelor's Degree. Obtain program sheets from Student Development.
2. Programs leading to an Associate in Science Degree offering specialized courses that develop and improve skill enabling the student to enter business.
3. Specialized programs for which certificates are granted. Special programs may be developed for groups of students with specific requirements.

Day and evening classes are offered for the convenience of the student for entering a specialized field. The employed student can select courses to attain higher skills, knowledge and understanding in an area of study. Students with extensive business experience may be eligible for academic credit. Contact Co-Operative Business and Experiential Learning Departments on any campus. Suggested program sheets are available in Business Administration, Education, Fashion Merchandising, Law, and Marketing Management.

Accounting Program (A.S. Degree in Business Administration)

The Accounting Program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

The **One-Year Accounting Certificate Program** is designed to qualify those students completing the program for jobs as accounting clerks or other related areas in business.

The **One-Year Income Tax Preparation Certificate Program** includes courses which will help students to qualify themselves as preparers of personal income tax returns, simplified business returns, and other accounting work.

Business Education (A.A. Degreee)

This program is designed to provide the first two years of study for those individuals planning a career in teaching business subjects. After completion of the first two years of study, the individual is eligible to transfer to a four-year college or university offering business teacher education. The following areas of study should be completed at the community college. They are: all general education requirements; foundations of education; business machines secretarial procedures; advanced typewriting and shorthand; accounting; economics; business English; and business law. During the third and fourth years, courses required include business administration, professional education, vocational education, special teaching methods, and supervised field experiences. After successfully completing the requirements for the Bachelors degree in Business Education, the individual may be eligible to receive a Teacher's Certificate in Business Education. Employment opportunities are also available in business and industry. Obtain program sheet from Student Development.

Fashion Merchandising

The Associate of Science Degree is terminal after two years to prepare students who wish to go directly in the business world. Career opportunities are limited to mid-management positions such as department manager, sales clerk, etc. unless a student owns his own retail store. Program described on following pages.

The Associate of Arts Degree program is the program recommended to students transferring to a four-year university. All state schools will accept all of the credits listed in the curriculum and students will be considered junior status. Career opportunities after completing a four-year degree include management positions such as a store buyer, store manager, etc. Obtain Program Sheet from Student Development.

Home Furnishings Marketing

The Associate of Science degree will prepare students in a two-year curriculum to take the ASID licensing examination. Career opportunities include self employment, as an interior designer, consultant for an architectural firm, salesperson for wholesaler in furnishings, salesperson for retailer in furnishings. Program described on following pages.

There is not an Associate of Arts Degree program at this time.

Insurance Careers Program
(A.S. Degree in Business Administration)

This program is designed for those students who intend to seek immediate employment in the insurance industry and for those presently employed in either the general insurance of life insurance field who desire advancement or to prepare for their professional insurance designations. Some of the positions which the various options under this program may lead to in the general insurance field are underwriter, agent, adjuster, or managerial positions. The program also may lead to life insurance sales (life and health insurance underwriter) or management careers. The program does not require a specialization in either property/casualty or life insurance and offers the opportunity of preparation for positions or advancement with multi-line companies or agencies offering both general insurance and life insurance to consumers.

Marketing Management
(A.A. Degree)

This program is designed for those students seeking careers in the marketing occupations (Examples: corporate marketing manager, independent retail owner, retail buyer, marketing research, advertising, wholesaling, service industries, etc.). This program is designed to be transferable to a four-year college offering a Bachelors Degree in Marketing. The student is given the opportunity to join and participate in DECA activities. Obtain program sheets from Student Development.

Secretarial Science
(A.A. Degree)

This program is designed to provide the first two years of preparation for the student planning to transfer to a four-year college or university offering a Bachelors Degree in Secretarial Science. Individuals majoring in this area are prepared to assume responsible positions in business, industry, government, services and the professions as Executive Secretaries or Administrative Assistants. A broad background in general business administration subjects, together with office skills, provides the individual with the qualifications necessary for success in this challenging and rapidly changing career.

Programs Leading to an Associate in Science Degree
Accounting
(A.S. Degree)

The Accounting Program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

FIRST YEAR

Term I

ENC	1103	Composition	3
[1]SES	1100,	1101, 1102 Basic Typing	3
MTB	1103	Business Math	3
ACC	2002	Prin of Acct. I	3
BUL	2111	Business Law I	3
Physical Education activity			1
Total semester credits			16

Term II

*ENC	1313	or 1423 Composition	3
COC	1300	Fund of Data Proc	3
ECO	2013	Prin of Economics I	3
*ACC	2021	Prin of Acct. II	3
*BUL	2112	Business Law II	3
Physical Education activity			1
Total semester credits			16

SECOND YEAR

Term I

*ACC	2109	Inter Acct I	3
*FIN	1100	Personal Finance	3
ACC	2509	Income Tax I	3
*ECO	2023	Prin of Economics II	3
Business Elective			3
Physical Education activity			1
Total semester credits			16

Term II

*ACC	2409	Cost Accounting	3
*SES	2335	Business Communications	3
SES	2321	Business Machines	3
RMI	1001	General Insurance	3
COP	1170	Intro to Basic Programming or	
COP	1120C	Programming I	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]May be exempt (without credit) if student had one year of high school typing with a minimum grade of "C".

Airlines
(A.S. Degree in Business Administration)

This program is planned for those students who wish to pursue a career with an airline company as flight attendant, secretary or other office position. Completion of this course does not insure that such a position can be obtained.

The purpose of the program is three fold: To encourage high school students who want to be flight attendants to attend college until they are old enough to qualify for the job; to provide them with better qualifications for securing such a job by requiring more general education and/or liberal arts courses than are required in the business programs currently offered; and to offer them an opportunity to obtain employable skills in business in the event they pursue other careers.

1. Completion of 64 semester hours of credit and a grade-point average of 2.0 or better.

2. Completion of the following credit hours in General Education:

ENC	1103	Composition	3
*ENC	1136	Composition or	
*ENC	1313	Technical Report Writing or	
*ENC	1423	Composition	3
Social Science			6
SOC	2000	General Sociology ...	3
SPC	1024	Introduction to Speech	3
INP	1301	Human Relations in Business & Industry or	
CLP	1000	Psychology of Adjustment	3
PSY	2012	General Psychology .	3
MGF	1113	General Education College Math	3

3. Completion of the minimum of 18 semester credits in business from the following courses: GEB 1011; SES 1271; SES 1100, 1101, 1102, *SES 1110, 1111, 1112, *SES 2120, 2121, 2122, SES 1150, SES 1159, SES 1158, *SES 2151, *SES 2152, *SES 2153, *SES 1210, *SES 1211 and *SES 2212 or *SES 1221, *SES 1222 and *SES 2212; *SES 1401; SES 1001; ACC 1001, *ACC 1029 or ACC 2002, ACC 2021; *SES 2361; *SES 2362; *SES 2402; *SES 2335; *SES 2321; MAN 2343.

4. Completion of the minimum of 15 semester credits from the following areas: Business, Data Processing or Languages.

5. Completion of 4 semester credits of Physical Education activities.

6. Students should consult the Department Head of Secretarial Science before enrolling for this degree.

*Requires a pre or co-requisite—see course description in catalog.

Banking
(A.S. Degree in Business Administration)

The American Institute of Banking, as part of the American Bankers Association, is a national educational organization providing career-related educational opportunities to chapter-member bank employees. It awards Basic, Standard, Advanced and General Certificates to students. A student following this program may earn his A.S. Degree in addition to receiving these A.I.B. Certificates.

1. A grade point average of 2.0 or better.

2. Completion of the following *Foundation of Banking* Courses:

			Semester Credits
ACC	2002	Prin of Acct I or	
ACC	1001	Acct Survey I	3
*ACC	2021	Prin of Acct II or	
*ACC	1029	Acct Survey II	3
BAN	2210	Analyzing Financial Statements	3
GEB	1011	Intro to Business	3
FIN	2000	Prin of Finance or	
FIN	1100	Personal Finance	3
COC	1300	Fund of Data Proc ..	3
BUL	2111	Business Law I	3
ECO	2220	Money & Banking ...	3
BAN	1110	Prin of Bank Operations	3
ECO	2013	Prin of Economics I	3
Total semester credits			30

3. Completion of the following *Banking Functions* Courses:

BAN	1150	Bank Public Relations & Marketing	3
BAN	2250	Home Mortgage Lending or	
BAN	2240	Installment Credit ...	3
BAN	2500	International Banking	3
BAN	2401	Trust Dept Organization or	
BAN	2400	Trust Dept Services .	3
Total semester credits			12

4. Completion of the following *Management and Supervision* Courses:

BAN	1720	Bank Management ..	3
MAN	2342	Prin of Supervision or	

MAN	2343	Women in Supervision	3
		Total semester credits	6

5. Completion of the following *Language and Communications* Courses:

*SES	2335	Business Comm	3
ENC	1103	Composition	3
		Total semester credits	6

6. Completion of the following *General-Elective* Courses:

INP	1301	Human Relations in Business & Industry	3
BTE	2943	Current Business Practices	3
		Total semester credits	6

7. Completion of 4 semester credits of Physical Education activities ... 4

   Total semester credits for A.S. Degree 64

8. Alternative electives for students who have completed any of the above courses without receiving credit form an accredited institution: *SES 1210, *SES 1100, *SES 1101, *SES 1102, MAR 1101, MTB 1103, MAR 1011, MAR 1302, ACC 2109, *ACC 2149, *ACC 2409, ACC 2509, SES 2321, MAN 2000, MAN 2750, MAN 2343, BAN 2010, MKA 2102, BAN 2230, BAN 2302, *REE 2041.

*Requires a pre or co-requisite—see course description in catalog.

General Business
(A.S. Degree in Business Administration)

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business career and desire advancement.

FIRST YEAR

Term I

ENC	1103	Composition	3
[1]Social Science Elective			3
[2]SES	1100,	1101, 1102 Basic Typing	3
GEB	1011	Into to Business	3
MTB	1103	Business Math	3
Physical Education activity			1
Total semester credits			16

Term II

*ENC	1313	Tech Reporting Writing or	
*ENC	1423	Composition	3
MAR	1011	Prin of Marketing	3
INP	1301	Human Relations in Business & Industry	3
FIN	1100	Personal Finance	3
Business Elective			3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

BUL	2111	Business Law I	3
Business Elective			3
Total semester credits			6

SECOND YEAR

Term I

ACC	2509	Income Tax	3
SES	2321	Business Machines	3
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
*BUL	2112	Business Law II	3
Physical Education activity			1
Total semester credits			13

Term II

MAN	2343	Women in Supervision or	
MAN	2750	Office Management or	
MAN	2342	Prin of Supervision	3
COC	1300	Fund of Data Proc or	
COP	1170	Intro to Basic Programming	3
*SES	2335	Business Communication	3
*ACC	1029	Acct Survey II or	
*ACC	2021	Prin of Acct II	3
Physical Education activity			1
Total semester credits			13

*Requires a pre or co-requisite—see course description in catalog.

[1]Suggested Social Science Electives:
POS 1041 National Government
EUH 1000 Western Civilization
LAH 1004 History of the Two Americas
AMH 2374 History of American Business

[2]Students who have successfully completed one year of typing in high school should take *SES 1110, 1111, 1112—intermediate typing during Term I.

[3]Students taking ACC 1001 may take ACC 2002 as their second accounting course instead of ACC 1029. Students taking ACC 2002 must take ACC 2021 as their second accounting course.

Court and Conference Reporting
(A.S. Degree in Business Administration)

FIRST YEAR

Term I

*SES	1221	Machine Shorthand I	6
ENC	1103	Composition	3
*SES	1110,	1111, 1112 Inter Typing	3
*SES	1401	Office Procedures	3
Physical Education activity			1
Total semester credits			16

Term II

*SES	1222	Machine Shorthand II	6

GEB	1011	Intro to Business	3
BUL	2111	Business Law I	3
*SES	2335	Business Communication	3
Physical Education activity			1
Total semester credits			16

Term IIIA

*SES	1223	Machine Shorthand III	6
Total semester credits			6

SECOND YEAR

Term I

*SES	2224	Machine Shorthand IV	6
MEA	1010	Medical Terminology	3
REE	1040	FREC I	4
	or		
REE	1000	Real Estate Principles and Practices I	3
Elective from Items 2-5 of Gen Ed Courses			3
Physical Education activity			1
Total semester credits			16 or 17

Term II

*SES	2225	Machine Shorthand V	3
*MEA	1011	Clinical Terminology	3
*SES	2944	Practicum in Court Reporting	6
Physical Education activity			1
Total semester credits			13

*Requires a pre or co-requisite—see course description in catalog.

Fashion Merchandising
(A.S. Degree in Business Administration)

This program is a combination of campus instruction and practical work experience in a related fashion merchandising position in the community. Through individual instruction, the student develops a better comprehension of self and his or her ability to identify with the fashion world. The goal of Broward Community College is to graduate a student educated in the fashion merchandising field and capable of assuming management responsibilities. Each student should be employed part time while enrolled in the program. Students are responsible for finding their own employment. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, and MAR 2932.

FIRST YEAR

Term I

ENC	1033	Fund of Writing	
ENC	1103	Composition	3
MAR	1101	Salesmanship	3
MKA	1402	Fashion Merchandising	3
MAR	1930	Seminar I: Marketing in Perspective	3
MKA	1431	Fashion Sales Promotion	3
Physical Education activity			1
Total semester credits			16

Term II

*MAR	2931	Seminar II: Research in Marketing	3
MKA	1411	Textiles	3
MKA	1104	Visual Merchandising	3
MAR	1011	Prin of Marketing	3
Physical Education activity			1
Total semester credits			13

Term IIIA or IIIB

ECO	2013	Prin of Economics I	3
General Education Eelctive			3
Total semester credits			6

SECOND YEAR

Term I

MAR	2932	Seminar III: Marketing Management	3
Business Elective			6
General Education Elective			3
Physical Education activity			1
Total semester credits			13

Term II

MKA	2409	Prin of Fashion Coordination	3
MAN	2342	Prin of Supervision or	
MAN	2343	Women in Supervision	3
Business Elective			3
General Education Elective			3
MKA	2102	Retailing	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

Home Furnishings Marketing
(A.S. Degree in Business Administration)

FIRST YEAR

Term I

ENC	1033	Fund of Composition	
ENC	1103	Composition	3
IND	1020	Interior Design I	3
ART	1300C	Beginning Drawing	3
MAR	1930	Seminar I: Marketing in Perspective	3
Physical Education activity			1
Total semester credits			13

Term II

IND	1200	Interior Design II	3
MAR	1101	Salesmanship	3
*MAR	2931	Seminar II: Research in Marketing	3
MKA	1411	Textiles	3
Elective			3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

MAR	1011	Prin of Marketing	3

*ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
Total semester credits			6

SECOND YEAR

Term I

IND	2201	Interior Design III	3
MAR	2932	Seminar III: Marketing Management	3
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
ART	1201C	Design I	3
Physical Education activity			1
Total semester credits			13

Term II

MKA	1104	Visual Merchandising	3
MKA	2102	Retailing	3
*IND	2220	Interior Design	3
ART	1202C	Design II	3
IND	1100	History of Interiors	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Electives: ARH 2050, MTB 1103, FIN 1100, BUL 2111, MAR 1302, MAN 2349, ECO 2013.

Insurance Careers Program
(A.S. Degree in Business Administration)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require, specialization in either property or life insurance.

1. Completion of 64 semester hours of credit with a grade-point average of 2.0 or better.

2. The residence requirements consists of twenty-four semester hours at Broward Community College which must include the last twelve semester hours.

3. Core courses for the Insurance Programs:

			Semester Hours
ENC	1103	Composition	3
ENC	1313	Technical Report Writing or	
ENC	1136	or	
ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communication or	
SES	2331	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business or Industry or	
PSY	2012	General Psychology	3
MGF	1113,	MAT 1030-1032, MAT 1033, MAC 1142 Mathematics; or	
MTB	1103	Business Mathematics	3
Physical Education Activities			4
*Business or Economics Electives			12
Total semester hours			34

*Business or Economics Electives must be selected from GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, 2002, *ACC 2021, *BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111, and 1112; or *SES 2120, 2121, and 2122.

4. In addition to the core courses, the student must complete 30 semester hours of insurance courses according to the program selected in #5.

   Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics Courses for the designated Insurance Professional Examination Preparation Courses:

   *ACC 2021 and *FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and *ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110. BUL 2111 and *BUL 2112 may be substituted for RMI 2402.

5. Each student should select one of the following programs:

   A. General Insurance Program
      Core courses 34
      Insurance elective 30
      Total semester hours 64

   B. Insurance Solicitors Program
      Students interested in preparing for the Insurance Solicitors (4-20) License Exam should take:
      Core Courses 34
      RMI 1090 Solicitor's Qualification Courses 7
      Insurance Electives 23

      See your advisor or department head regarding property and casualty electives to be chosen to meet Chapter 626, Florida Statutes, Agent's Requirements.
      Total semester hours 64

   C. Agents Qualification Program
      Students interested in meeting the educational course requirement under Chapter 626, Florida Statutes (Fire and Casualty Insurance Agents and Solicitors Law) to qualify for the 2-20 Agents License Exam, should take the following courses:
      Core Courses 34

*RMI 2091 Agencts Qualification Courses .. 17
**Insurance Electives 13
Total semester hours 64

*This course will consist of 264 hours of instruction. No refund will be given after the first class meeting. No credit will be granted unless the entire 17 semester-hour sequence is completed.

**It is highly recommended that the Insurance Electives include RMI 2010, RMI 2219, and RMI 2112, which may be taken in any order.

Note #1: The Insurance Department recommends that students who have not had substantial general insurance agency or property and liability company experience take RMI 1001 prior to enrolling in the Agents Qualification Program.

Note #2: Well-qualified students, preferably with a minimum of three years meaningful general insurance agency or property and liability company experience, can fulfill the educational requirements for the 2-20 Agents License by the following alternate plan:

Required Courses		Semester Hours
RMI	2010 Principles of Risk and Insurance	3
RMI	2219 Property and Marine Insurance	3
RMI	2112 Casualty, Health and Life Insurance	3
	Required credits	9

Electives (minimum of 6 semester hours)

RMI	2012 Structure of the Risk Management Process	3
RMI	2340 Risk Control	3
RMI	2015 Principles of Risk Management and Insurance (CPCU I)	3
RMI	2014 Commercial Property Risk Management and Insurance (CPCU 3)	3
RMI	2225 Commercial Liability Risk Management and Insurance (CPCU 4)	3
RMI	2731 Principles of Property and Liability Underwriting	3
RMI	2734 Personal Lines Underwriting	3
RMI	2733 Commercial Lines Underwriting	3
RMI	2732 Commercial Property and Multiple-Lines Underwriting	3
Electives		6
Total hours required		15

D. Students interested in life insurance sales and marketing should take the following courses offered in cooperation with the Broward County Association of Life Underwriters. The Life Underwriting Training Council is a national educational organization providing career-related educational opportunities to member life insurance company employees. Upon successful completion of these four courses the Council will award the Diploma of Life Insurance Marketing and upon successful completion of each of these LUTC courses a certificate is awarded.

Core Courses		34
RMI	1160 Personal Life Insurance Marketing	4
RMI	1721 Business Life Insurance Marketing	4
RMI	1722 Disability Income Marketing	2
RMI	1723 Equities Marketing	2
Insurance Electives		18
Total semester hours		64

E. Chartered Property and Casulaty Underwriter Program students interested in property and casualty insurance should take the following advanced courses. Successful completion of these courses will prepare the student to take the different national CPCU examinations and, if successful, receive the CPCU professional designation.

Core courses		34
RMI	2300 Principles of Risk Management and Insurance	3
RMI	2208 Personal Loss Exposure and Their Treatment	3
RMI	2217 Commercial Property Loss Exposures and Their Treatment	3
RMI	2227 Commercial Liability Loss Exposures and Their Treatment	3
RMI	2701 Insurance Company Operations	3
RMI	2420 The Legal Environment of Insurance	3
MAN	2010 Management	3
ACC	2023 Accounting and Finance	3
ECO	2025 Economics	3
RMI	2710 Insurance Issues and Professional Ethics	3
Total semester Hours		64

F. Chartered Life Underwriter Program Students interested in life insurance should take the following courses. Successful completion of these courses will entitle him to

apply for the different C.L.U. examinations and, if successful, receive the C.L.U. designation.

Core courses			34
RMI	2110	Economics Security and Individual Life Ins.	3
RMI	2430	Life Insurance Law and Mathematics	3
RMI	2130	Group Insurance and Social Insurance	3
ECO	2005	Economics	3
ACC	2009	Accounting and Finance	3
FIN	2110	Investments and Family Financial Management	3
RMI	2118	Income Taxation	3
RMI	2150	Pension Planning	3
RMI	2320	Business Insurance	3
RMI	2800	Estate Planning and Taxation	3
Total semester hours			64

General Insurance
(A.S. Degree in Business Administration)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require specialization in either property or life insurance.

Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
[2]Insurance Electives			30
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Electives to be selected from GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

[2]See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: *ACC 2021 and *FIN 2000 may be substituted for ACC 2009 or for ACC 2023, ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110, BUL 2111 and *BUL 2112 may be substituted for RMI 2402.

Insurance Solicitors
(A.S. Degree in Business Administration)

This program is designed for students interested in preparing for the Insurance Solicitors Examination (4-20).

Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
RMI	1090	Solicitors Qualification Course	7
[2]Insurance Electives			23
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Electives to be selected from: GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

[2]See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may

be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: *ACC 2021 and *FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and *ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substitued for FIN 2110. BUL 2111 and *BUL 2112 may be substituted for RMI 2402.

See your advisor or department head regarding property and casualty electives to be chosen to meet Chapter 626, Florida Statutes Agents Requirements.

Agents Qualification (A.S. Degree in Business Administration)

Students interested in meeting the educational course requirements under Chapter 626, Florida Statutes (Fire and Casualty Insurance Agents and Solicitors Qualification Law) to qualify for the 2-20 Agents License Exam, should take the following courses:

Students who have not had substantial general insurance agency or company experience should take RMI 1001 prior to enrolling in the Agents Qualification Program.

			Semester Hours
Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
*[2]RMI	2091	Agents Qualification Course	17
[3]Electives—Any other Insurance courses			13
[4] Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Electives to be selected from: GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

[2]The course will consist of 264 hours of instruction. No refund will be given after first class meeting.

[3]See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: *ACC 2021 and *FIN 2000 may be substituted for ACC 2009 or for ACC 2023, ECO 2013 and *ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110. BUL 2111 and *BUL 2112 may be substituted for RMI 2402.

It is highly recommended that the Insurance Electives include RMI 2010, RMI 2219, and RMI 2112, which may be taken in any order.

Life Insurance Marketing (A.S. Degree in Business Administration)

Students interested in life insurance sales and marketing should take the following courses:

Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
*RMI	1160	Personal Life Insurance Marketing	4
*RMI	1721	Business Life Insurance Marketing	4
*RMI	1722	Disability Income Marketing	2
*RMI	1723	Equities Marketing	2
[2]Insurance Electives			18
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Electives to be selected from GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

[2]See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: *ACC 2021 and *FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and *ECO 2023 may be substituted for ECO 2005 or for ECO 2025. BUL 2111 and *BUL 2112 may be substituted for RMI 2420. FIN 2010 may be substituted for FIN 2110.

Chartered Property and Casualty Underwriter
(A.S. Degree in Business Administration)

Students interested in property and casualty insurance should take the following courses. Successful completion of these courses will entitle the student to apply for the different CPCU examinations and, if successful, receive the CPCU designation.

Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
RMI	2015	Principles of Risk Management and Insurance	3
RMI	2013	Personal Risk Management and Insurance	3
RMI	2014	Commercial Property Risk Management and Insurance	3
RMI	2225	Commercial Liability Risk Management and Insurance	3
RMI	2702	Insurance Company Operations	3
RMI	2402	The Legal Environment of Insurance	3
MAN	2015	Management	3
ACC	2023	Accounting and Finance	3
ECO	2025	Economics	3
RMI	2295	Insurance Issues and Professional Ethics	3
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Electives to be selected from: GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO 2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

Chartered Life Underwriter
(A.S. Degree in Business Administration)

Students interested in life insurance should take the following courses. Successful completion of these courses will entitle the student to apply for the different C.L.U. examinations and, if successful, receive the C.L.U. designation.

Core Courses:			
ENC	1103	Composition	3
*ENC	1313	Technical Report Writing or	
*ENC	1136	Composition or	
*ENC	1423	Composition	3
SPC	1024	Introduction to Speech Communications or	
*SES	2335	Business Communications	3
RMI	1001	General Insurance	3
INP	1301	Human Relations in Business & Industry or	
PSY	2012	General Psychology	3
MGF	1113	General Education College Math or	
*MAT	1033	Intermediate Algebra or	
*MAC	1132	Precalculus Math I or	
MTB	1103	Business Math	3
Physical Education activities			4
[1]Business or Economics Electives			12
Core Courses			34
RMI	2110	Economic Security and Individual Life Ins.	3
RMI	2430	Life Insurance Law and Mathematics	3
RMI	2130	Group Insurance and Social Insurance	3
ECO	2005	Economics	3
ACC	2009	Accounting and Finance	3
FIN	2110	Investments and Family Financial Management	3
RMI	2118	Income Taxation	3
RMI	2150	Pension Planning	3
RMI	2320	Business Insurance	3
RMI	2800	Estate Planning and Taxation	3
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

[1]Business or Economics Elective to be selected from: GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, *SES 2212, ACC 2002, *ACC 2021, BUL 2111, *BUL 2112, SES 2321, MAN 2000, FIN 2010, *FIN 2000, ECO 2013, *ECO 2023, and ECO

2220. Three semester hours may be selected from the following: *SES 1110, 1111 and 1112; or *SES 2120, 2121 and 2122.

Marketing Management
(A.S. Degree in Business Administration)

This program is designed for the student seeking careers in marketing occupations. (Examples: retailing, advertising, buying, selling, wholesaling, banking, credit, and services.) Emphasis is placed on required skills responsibilities, and attitudes necessary for job entry and promotion. Students are expected to be employed in a marketing related occupation and if not employed, they will be assisted in securing such a position. Students will have the opportunity to participate in DECA activities. A student interested in transferring to a university for a four-year degree should follow the appropriate A.A. Degree Program. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, MAR 2932.

FIRST YEAR

Term I

ENC	1033	Fund of Composition or	
ENC	1103	Composition	3
MAR	1101	Salesmanship	3
MAR	1930	Seminar I: Marketing in Perspective	3
MAR	1011	Prin of Marketing	3
Physical Education activity			1
Total semester credits			13

Term II

*ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
MAR	1302	Advertising	3
MTB	1103	Business Math	3
*MAR	2931	Seminar II: Research in Marketing	3
Physical Education activity			1
Total semester credits			13

Term IIIA or IIIB

FIN	1100	Personal Finance	3
Elective			3
Total semester credits			6

SECOND YEAR

Term I

MAR	2932	Seminar III: Marketing Management	3
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
BUL	2111	Business Law I	3
Business Electives			6
Physical Education activity			1
Total semester credits			16

Term II

*SES	2335	Business Communication	3
MAN	2342	Prin of Supervision	3
MKA	2102	Retailing	3
SPC	1024	Intro to Speech	3
ECO	2013	Prin of Economics I	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

Management
(A.S. Degree in Business Administration)

FIRST YEAR

Term I

*ENC	1313	Tech Report Writing	3
COC	1300	Fund of Data Proc	3
MAN	2000	Intro to Management	3
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I or	
*ACC	2021	Prin of Acct II	3
[1]Electives			3
Physical Education activity			1
Total semester credits			16

Term II

SPC	1024	Intro to Speech	3
ECO	1010	Intro to Economics or	
ECO	2013	Prin of Economics I	3
MAN	2342	Prin of Supervision	3
BUL	2111	Business Law I	3
[1]Electives			3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

MAN	2500	Production Management	3
INP	1301	Human Relations in Business & Industry	3
Total semester credits			6

SECOND YEAR

Term I

*SES	2335	Business Communication	3
MAN	2100	Management and Human Resources	3
[1]Electives			6
Physical Education activity			1
Total semester credits			13

Term II

MAN	2701	Managerial Decision Making	3
MAN	2001	Management in a Changing World	3
[1]Electives			6
Physical Education activity			1
Total semester credits			13

*Requires a pre or co-requisite—see course description in catalog.

[1]To be approved by the Business Administration Department Head.

Materials Management
(A.S. Degree in Business Administration)

FIRST YEAR

Term I

ENC	1103	Composition	3
MAN	1590	Fund of Materials Management	3
ACC	2002	Prin of Acct I	3
MAN	1000	Intro to Management	3
MAT	1033	Inter Algebra	3
Physical Education activity			1
Total semester credits			16

Term II

TRA	1030	Intro to Transportation & Traffic Management	3
MAR	2131	Purchasing I	3
COC	1300	Fund of Data Proc	3
*STA	2013	Elem Statistics	3
MAN	2500	Production Management	3
Physical Education activity			1
Total semester credits			16

SECOND YEAR

Term I

*SES	2335	Business Communication	3
*ACC	2409	Cost Accounting	3
MAN	1593	Production Control Concepts	3
MAR	1011	Prin of Marketing	3
MAN	1591	Inventory Control for Material Management	3
Physical Education activity			1
Total semester credits			16

Term II

MAN	1592	Material Handling & Packaging	3
MAN	1594	Advanced Production Control	3
MAN	2595	Forecasting	3
MAR	2132	Purchasing II	3
ACC	2001	Accounting & Finance	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

Purchasing Management
(A.S. Degree in Business Administration)

The program of study supplies the student with a desirable body of knowledge needed by men and women employed in the purchasing field. Emphasis is placed on principles and policies for industrial, institutional, and governmental purchasing and auxiliary functions as recommended by the National Association of Purchasing Management (NAPM).

FIRST YEAR

Term I

TRA	1030	Intro to Trans & Traffic Management	3
MAR	1011	Prin of Marketing	3
MAN	2000	Intro to Management	3
INP	1301	Human Relations in Business & Industry	3
ECO	2013	Prin of Economics I	3
Physical Education activity			1
Total semester credits			16

Term II

ACC	2002	Prin of Acct I	3
*ECO	2023	Prin of Economics II	3
[1]SPC	1024	Intro to Speech	3
*[1]SES	2335	Business Communications	3
Physical Education activity			1
Total semester credits			13

Term IIIA or IIIB

BUL	2111	Business Law I	3
COC	1300	Fund of Data Proc	3
Total semester credits			6

SECOND YEAR

Term I

*ACC	2021	Prin of Acct II	3
*FIN	2000	Prin of Finance	3
MAR	2131	Purchasing I	3
[1]ECO	2220	Money & Banking	3
[1]MAN	2500	Production Management	3
Physical Education activity			1
Total semester credits			16

Term II

*STA	2013	Elem Statistics	3
MAN	2342	Prin of Supervision	3
*ACC	2409	Cost Accounting	3
MAR	2132	Purchasing II	3
Physical Education			1
Total semester credits			13

*Requires a pre or co-requisite—see course description in catalog.

[1]A three-hour course in Business Administration or Economics may be substituted for one of these courses.

Real Estate
(A.S. Degree in Business Administration)

This program is designed for students interested in a career in Real Estate. Successful completion of the first course, REE 1040, satisfies the educational requirement of the Florida Real Estate Commission, as a prerequisite to sitting for the Real Estate Salesman's examination.

1. A grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

ENC	1103	Composition	3
*ENC	1313	or 1423 Composition	3
Psychology, Sociology or Speech			3
Economics			3
Total semester credits			12

3. Completion of the following courses in Business Administration:

GEB	1011	Introduction to Business	3
MTB	1103	Business Math	3
MAR	1101	Salesmanship	3
BUL	2111	Business Law I	3
*BUL	2112	Business Law II	3
REE	1040	FREC I	4
*REE	1100	Real Estate Appraisal I	3
*REE	1200	Real Estate Finance	3
**REE	2041	FREC II	3
Business Electives			3
*REE	2250	Real Estate Exchange and Taxation	3
Electives			15
Semester credits			49

4. Completion of four semester hours of:

Physical Education activity	4
Total semester credits	65

*Requires a pre or co-requisite—see course description in catalog.
REE 2270 The Mortgage Broker in Mortgage Lending and REE 2302 Principles of Real Estate Investment may be substituted for two of the above real estate courses or may be used as electives.

**Student must submit a notarized affidavit stating that he or she has been an active real estate salesman for at least six months. Affidavits and closed class cards may be obtained in the various Business Administration Offices.

Savings and Loan Career (A.S. Degree in Business Administration)

This program is offered in cooperation with the Florida Suncoast Chapter #202 of the American Savings and Loan Institute and the Broward County School Board's Adult Education Program. Students may earn an A.S. Degree in Business Administration and receive American Savings and Loan Institute credits for diploma.

Note: The number in parentheses following course title denotes the ASLI Course Number.

1. A grade point average of 2.0 or better.

2. Completion of the following courses in General Education:

*ENC	1313	Technical Report Writing	3
ECO	2013	Principles of Economics I (024)	3
*ECO	2023	Principles of Economics II (025)	3
SPC	1024	Introduction to Speech (019)	3
Elective			3
Total semester credits			15

3. Completion of the following Business Administration courses:

¹BAN	1600	Intro to Savings Association Business (060)	2
*BAN	1300	Savings Accounts or Savings Account Admin (008-009)	2
¹BAN	1301	Savings Association Operations (062)	2
REE	1000	Real Estate Principles & Practices I (015) or	
**REE	2041	Real Estate Principles & Practices II (016)	3
*SES	2335	Business Communications (018)	3
¹BAN	1000	Financial Institutions (030)	2
¹MAN	2342	Principles of Supervision (047-048)	3
Total semester credits			17

4. Completion of a minimum of 10 courses including a minimum of 28 semester hours of credit from the following related electives:

BUL	2111	Business Law I (043)	3
**BUL	2112	Business Law II (044)	3
**SES	2402	Secretarial Procedures (050)	3
RMI	1001	General Insurance (026)	3
FIN	1100	Personal Finance (032)	3
MAN	2000	Introduction to Management (023)	3
MAN	2300	Personnel Administration	3
REE	1000	Real Estate Principles & Practices I (015) or	
*REE	2041	Real Estate Principles & Practices II (016)	3
**COC	1300	Fundamentals of Data Processing (053)	3
¹REE	2271	Mortgage Loan Servicing (029)	2
¹REE	2400	Real Estate Law I (006)	2
¹REE	2435	Real Estate Law II (007)	2
¹BAN	1630	Savings & Loan Accounting I (004)	2
¹BAN	1631	Savings & Loan Accounting II (005)	2
¹BAN	1140	Teller Operations (003)	2
¹BAN	2620	Savings Association Lending I (011)	2

[1]MAR	1321	Public Relations (049)	2
[1]REE	2120	Residential Appraising I (610)	2
		Minimum semester credits	28

5. Completion of 4 semester hours of Physica Education activities 4

Total 64

*Requires a pre or co-requisite—see course description in catalog.

[1]These credits may be earned through the Chapter's Broward County Adult Education Program and may be waived toward the College's A.S. degree.

Office Careers (A.S. Degree in Business Administration)

Core Courses:

ENC	1103	Composition	3
ENC	1313	Technical Reporting Writing or	
ENC	1423	Composition	3
GEB	1011	Introduction to Business	3
MTB	1103	Business Math or	
MGF	1113	General Ed. College Math	3
BUL	2111	Business Law I	3
ACC	1001	Accounting Survey or	
ACC	2002	Principles of Accounting I	3
FIN	1100	Personal Finance	3
*SES	1110,	1111, 1112 Intermediate Typing	3
*SES	1401	Office Procedures	3
*SES	2321	Business Machines	3
*SES	2335	Business Communications	3
*SES	2361	Transcribing Machines I	3
INP	1301	Human Relations in Business & Industry	3
Physical Education Activities			4
Core Courses			43
Option #1, #2, #3, or #4			21
Total semester credits			64

*Requires a pre or co-requisite—see course description in catalog.

Option #1—Administrative Assistant

SES	1001	Personal Preparation for Business	3
*[1]SES	1211	Shorthand II	3
*SES	2120,	2121, 2122 Expert Typing or (by permission)	
*SES	2151,	2152, 2153 Magnetic Typing	3
*SES	2212	Shorthand III	3
*SES	2402	Secretarial Procedures	3
[2]Word Processing			3
[3]Elective			3
Total semester credits			21

*Requires a pre or co-requisite—see course description in catalog.

[1]If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

[2]North Campus suggests the following courses: SES 1150, SES 1158, SES 1159, SES 2120, SES 2121, and SES 2122.

[3]Suggested Electives: Strongly recommend MAN 2000 or MAN 2012; MAN 2342 or MAN 2343. Other Suggested Electives: REE 1040, or REE 1000, RMI 1001, *ACC 1029 or ACC 2002, SES 2362, SES 1150, SES 1159, SES 1158, *SES 2151, *SES 2152, *SES 2153, COC 1300, COP 1170, AMH 2374, SPC 1024.

Option #2—Legal Secretary

*BUL	2112	Business Law II	3
*[1]SES	1211	Shorthand II	3
*SES	2120,	2121, 2122 Expert Typing or (by permission)	
*SES	2151,	2152, 2153 Magnetic Typing	3
*SES	2212	Shorthand III	3
*[2]SES	2431	Legal Techniques I	3
*SES	2432	Legal Techniques II	3
*SES	2402	Secretarial Procedures	3
			21

*Requires a pre or co-requisite—see course description in catalog.

[1]If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather then Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

[2]SES 2431 Legal Techniques I must be completed before SES 2361.

Option #3—Medical Secretary

*[1]SES	1211	Shorthand II	3
*SES	2120,	2121, 2122 Expert Typing or (by permission)	
*SES	2151,	2152, 2153 Magnetic Typing	3
MEA	1002	Introduction to Medical Assisting	3
[2]MEA	1010	Medical Terminology	3
*MEA	1011	Clinical Terminology	3
*MEA	1100	Administrative Office Practices	3
*SES	2212	Shorthand III	3
			21

*Requires a pre or co-requisite—see course description in catalog.

[1]If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

[2]Medical Terminology must be completed before SES 2361.

Option #4—Office Specialist

*SES	2120,	2121, 2122 Expert Typing or (by permission)
*SES	2151,	2152, 2153 Magnetic Typing 3
*BUL	2112	Business Law II 3
MAN	2343	Women in Supervision or
MAN	2750	Office Management or
MAN	2342	Principles of Supervision 3
COC	1300	Fundamentals of Data Processing or
COP	1170	Introduction to Basic Programming 3
ACC	2002	Principles of Accounting I or
Business Elective 3		
MAN	2000	Introduction to Management 3
SES	1150	Word Processing: Introduction & Theory 1
SES	1158	Word Processing: Reprographics & Storage 1
SES	1159	Word Processing: Dictation & Input or 1
Approved Business Elective 3		

21

*Requires a pre or co-requisite—see course description in catalog.

Accounting
(Certificate Program)

First Term

ENC	1033	Fund of Writing or	
ENC	1103	Composition	3
MTB	1103	Business Math	3
[1]ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
[2]SES	1100,	1101, 1102 Basic Typing or	
COC	1300	Fund of Data Proc	3
ACC	2509	Income Tax	3
Total semester credits			15

Second Term

*ENC	1313	Tech Report Writing	3
FIN	1100	Personal Finance or	
ECO	2013	Prin of Economics I	3
**ACC	2002	Prin of Acct I or	
*ACC	2021	Prin of Acct II	3
COP	1170	Intro to Basic Programming or	
COP	1120C	Computer Programming I	3
*SES	2321	Business Machines	3
Total semester credits			15

*Requires a pre or co-requisite—see course description in catalog.

**If ACC 1001 is taken then ACC 2002 is required.

[1]Student must take ACC 2002 if he has had high school bookkeeping with a grade of "C" or better. Students graduating in the top 20 percent of their high school class should take ACC 2002.

[2]Students taking Basic Typing should concurrently enroll in SES 1100, 1101, 1102.

Credit Union Leadership Training

In cooperation with the Broward County Credit Union, the following certificate program is offered for current or potential employees of the credit union. This program should give the employee the necessary understanding and knowledge to succeed.

ACC	1887	Credit Union Accounting	3
COC	1300	Fundamentals of Data Processing	3
BUL	2111	Business Law I	3
*FIN	2000	Principles of Finance	3
*SES	2335	Business Communications	3
MAN	2342	Principles of Supervision	3
ECO	2013	Principles of Economics I	3
*ECO	2023	Principles of Economics II	3
ECO	2220	Money and Banking	3
INP	1301	Human Relations in Business and Industry	3
Total semester credits			30

*Requires a pre or co-requisite—see course description in catalog.

Income Tax Preparation

First Term

MTB	1103	Business Math	3
ACC	2002	Prin of Acct I	3
ACC	2509	Income Tax	3
BUL	2111	Business Law I	3
[1]Business Electives			3
Total semester credits			15

Second Term

*ACC	2021	Prin of Acct II	3
ACC	2529	Income Tax II	3
*BUL	2122	Business Law II	3
[1]Business Electives			6
Total semester credits			15

*Requires a pre or co-requisite—see course description in catalog.

[1]Suggested Business Electives:

REE	1000 Introduction to Real Estate Principles and Practices
*SES	2335 Business Communications
SES	2321 Business Machines
ECO	2013 Principles of Economics I
*ECO	2023 Principles of Economics II

Small Business Administration (Certificate Program)

The College, in cooperation with the Small Business Administration and the Service Corps of Retired Executives (SCORE), offers this certificate program for small business owners and managers or for students desiring to enter this field. A certificate will be granted upon completion of the following courses:

MAN	2800	Small Business Management I ...	3
ACC	2002	Principles of Accounting I	3
MAN	2801	Small Business Management II ..	3
MAN	2342	Principles of Supervision	3
MAN	2809	Seminar IV: Small Business Administration	3
[1]Related Elective			3
[1]Business Electives			12
Total semester credits			30

[1]The following electives should be selected with the advice of the Department Head of Business Administration Department: MAR 1302, ACC 2021, GEB 1011, MAR 1101, RMI 1001 MTB 1103, MAR 1011, BUL 2111, MAR 2131, MAN 2000, MAN 2300, MKA 2102, HFT 2500.

Clerical-Typist Certificate

The Clerical-Typist Certificate is a one-year program designed to prepare students for immediate employment as general office employees and typists. The student receives instruction which provides him/her with basic clerical and typing skills necessary for satisfactory performance on the job, including an employable typing rate and the development and understanding of desirable work habits and attitudes.

Clerical-Typist (Certificate Program)

First Term

ENC	1103	Composition	3
GEB	1011	Intro to Business	3
*SES	1110,	1111, 1112 Inter Typing	3
MTB	1103	Business Math	3
*SES	1401	Office Procedures	3
Total semester credits			15

Second Term

*SES	2120,	2121, 2122 Expert Typing	3
*SES	2321	Business Machines	3
FIN	1100	Personal Finance	3
[1]Business Elective			3
ACC	1001	Acct Survey I or	
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
Total semester credits			15

Term IIIA

Elective			3
*SES	2361	Transcribing Machines	3
Total semester credits			6

*Requires a pre or co-requisite—see course description in catalog.

[1]Business Elective: Strongly recommend SES 1271; SES 2151; SES 2152, SES 2153.

Note: The student should plan the program with the advice of the Department Head of the Secretarial Science Department.

Secretarial Certificate

The Secretarial Certificate is designed for students who desire to enter secretarial work at the junior level upon completion of a one-year program. The student receives college-level instruction which prepares him/her to take and transcribe dictation, type with speed and accuracy, cope with the ever-changing demands of office employment, and develop desirable work habits and attitudes.

Professional Secretary (Certificate Program)

In cooperation with the National Secretaries Association, the following certificate program is offered as an aid to those secretaries preparing to sit for the National Certified Professional Secretary examination. However, it is a program that should be of considerable aid to any secretary interested in increasing her proficiencies and in qualifying herself for a top secretarial position.

A certificate from Broward Community College is granted upon the completion of 30 hours in a planned program based on individual needs including twenty-four hours from the following courses:

GEB	1011	Introduction to Business	3
BUL	2111	Business Law I	3
*BUL	2112	Business Law II	3
ACC	1001	Accounting Survey I	3
*ACC	1029	Accounting Survey II	3
ACC	2002	Principles of Accounting I	3
*SES	2402	Secretarial Procedures	3
*SES	2335	Business Communications	3
MAN	2000	Introduction to Management	3
MAN	2750	Office Management	3
MAN	2342	Principles of Supervision	3
MAN	2343	Women in Supervison	3
ECO	2013	Principles of Economics I	3
*ECO	2023	Principles of Economics II	3
INP	1301	Human Relations in Business & Industry or	
CLP	1000	Psychology of Adjustment	3
*SES	2120,	2121, 2122 Expert Typing	3
*SES	2212	Shorthand III	3

*Requires a pre or co-requisite—see course description in catalog.

Secretarial
(Certificate Program)

First Term

ENC	1103	Composition	3
*SES	1110,	1111, 1112 Inter Typing	3
*SES	1401	Office Procedures	3
MTB	1103	Business Math	3
GEB	1011	Intro to Business	3
Total semester credits			15
*[1]SES	1226	Machine Shorthand I	6

Second Term

*SES	2361	Transcribing Machines	3
ACC	1001	Acct Survey I or	
ACC	2002	Prin of Acct I	3
*SES	2120,	2121, 2122 Expert Typing	3
*SES	2212	Shorthand III	3
*SES	2402	Secretarial Procedures	3
Total semester credits			15
*[1]SES	1227	Machine Shorthand II	6

Term IIIA

*SES	2321	Business Machines	3
*SES	2335	Business Communications	3
Total semester credits			6

*Requires a pre or co-requisite—see course description in catalog.

If student selects SES 1226 and SES 1227 (Machine Shorthand) rather than Gregg Shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

[1]Students electing Machine Shorthand must complete SES 2212 Shorthand III to meet certificate requirements.

Note: The student should plan the program with the advice of the Department Head of the Secretarial Science Department.

Advanced Secretarial
Options: General Secretary, Executive Secretary, Legal Secretary, Medical Secretary

This program is designed especially for students who earned above-average grades in five or more business education courses in high school, specifically, two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as business English, business math, bookkeeping, office practice, etc. These five or more basic credits allow the student to be exempted from taking introductory or prerequisite courses required of most secretarial students and to have a specialization option.

First Term

*[1]SES	1401	Office Procedures or	
[1]ACC	1001	Acct Survey I or	
[1]ACC	2002	Prin of Acct I	3
*SES	2120,	2121, 2122 Expect Typing	3
*SES	2212	Shorthand III	3
ENC	1103	Composition	3
Specialization courses			3
Total semester credits			15

Second Term

[1]ACC	1001	Acct Survey I or	
[1]ACC	2002	Prin of Acct I if not taken previously or	
*ACC	1029	Acct Survey II	3
*SES	2335	Business Communication	3
*SES	2402	Secretarial Procedures	3
Specialization courses			6
Total semester credits			15

Term IIIA

Specialization courses			3
[2]Elective			3
Total semester credits			6

SPECIALIZATION COURSES:
General Secretary option:

GEB	1011	Intro to Business	3
MTB	1103	Business Math	3
*SES	2361	Transcribing Machines	3
*SES	2321	Business Machines	3
*SES	2403	Advanced Education for Secretaries	3

SPECIALIZATION COURSES:
Executive Secretary option:

GEB	1011	Intro to Business	3
*SES	2361	Transcribing Machines	3
MTB	1103	Business Math and/or	
*SES	2321	Business Machines	3 or 6
*SES	2403	Advanced Education for Secretaries	3
MAN	2750	Office Management and/or	
MAN	2342	Prin of Supervision	3 or 6

SPECIALIZATION COURSES:
Legal Secretary option:

*SES	2431	Legal Sec Techniques I	3
*SES	2432	Legal Sec Tech II	3
REE	1000	Real Estate Prin & Practices	3
BUL	2111	Business Law I	3
*BUL	2112	Business Law II	3

SPECIALIZATION COURSES:
Medical Secretary option:

MEA	1001	Intro to Med Asst	2
MEA	1010	Medical Terminology	3
*MEA	1011	Clinical Terminology	3
*SES	2361	Transcribing Machines	3
*MEA	1100	Office Practices and Procedures	3

*Requires a pre or co-requisite—see course description in catalog.

[1]Students who had the VOE three-hour block program in high school may be exempted (without credit) from taking SES 1401. Students who had a year of high

school bookkeeping may be exempted (without credit) from taking ACC 1001 and may either take ACC 2002 or enroll in ACC 1029 for Term II.

[2]Suggested Electives: All Business courses listed above, SES 1001, FIN 1100, AMH 2374.

Advanced Secretarial Options: Insurance, Real Estate, Accounting, Police Science

This program is designed especially for students who earned above-average grades in five or more business education courses in high school; specifically, two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as business English, business math, bookkeeping, office practice, etc. These five or more basic credits allow the student to be exempted from taking introductory or prerequisite courses required of most secretarial students and to have a specialization option.

First Term

*[1]SES	1401	Office Procedures or	
[1]ACC	1001	Acct Survey I or	
[1]ACC	2002	Prin of Acct I	3
*SES	2120,	2121, 2122 Expert Typing	3
*SES	2212	Shorthand III	3
ENC	1103	Composition	3
Specialization course			3
Total semester credits			15

Second Term

[1]ACC	1001	Acct Survey I or	
[1]ACC	2002	Prin of Acct I if not taken previously or	
*ACC	1029	Acct Survey II	3
*SES	2335	Business Communication	3
*SES	2402	Secretarial Procedures	3
Specialization courses			6
Total semester credits			15

Term IIIA

Specialization course			3
[2]Elective			3
Total semester credits			6

SPECIALIZATION COURSES:
Insurance option:

RMI	1001	General Insurance	3
BUL	2111	Business Law I	3
GEB	1011	Intro to Business	3
MTB	1103	Business Math and/or	
*SES	2321	Business Machines	3 or 6

SPECIALIZATION COURSES:
Real Estate option:

REE	1000	Real Estate Prin & Practices I	3
BUL	2111	Business Law I	3
*BUL	2112	Business Law II	3
MTB	1103	Business Math and/or	
*SES	2321	Business Machines	3 or 6

SPECIALIZATION COURSES:
Accounting option:

ACC	1001	Acct Survey I and/or	
*ACC	1029	Acct Survey II or	
ACC	2002	Prin of Acct I and	
*ACC	2021	Prin of Acct II	3 or 6
MTB	1103	Business Math and/or	
*SES	2321	Business Machines	3 or 6
ACC	2509	Income Tax	3
COC	1300	Fund of Data Proc and/or	
CRM	1010C	Data Prep Equipment	3 or 6

*Requires a pre or co-requisite—see course description in catalog.

[1]Students who had the VOE three-hour block program in high school may be exempted (without credit) from taking SES 1401. Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACC 1001 and may either take ACC 2002 or enroll in ACC 1029 for Term II

[2]Suggested Electives: All Business courses listed above, SES 1001, FIN 1100, AMH 2379.

Division of Communications

Communications for Second Language Students—ESL
English—AML, CRW, ENC, ENG, ENL, LIT
English Honors Program—ENC, LIT
Journalism—ADV, JOU, MMC
Modern Foreign Languages—FRE, FRW, GER, RUS, SPAN
Reading—REA
Speech—LIN, ORI, RTV, SPA, SPC

The Division of Communications represents that portion of the college curriculum which is basic to the communications skills and which is necessary for the student's progress in all curricula. The program emphasizes development of broad aspects of linguistics, in English and in foreign languages.

Below, under the headings of Communications for Second Language Students, English, Journalism, Modern Foreign Languages, Reading and Speech, will be discussed in some detail the intent and scope of these disciplines which make up the Division of Communications.

Although suggested programs of study for majors within the division are not included in this catalog, lists of required courses for students specializing in English, Foreign Language, Journalism, Latin American Studies, Speech, Radio-Television, and Speech Pathology are available in the counseling office.

Suggested program sheets are available in English, Journalism, Radio/Television, Speech, Speech Pathology, and Foreign Languages.

Department of Communications For Second Language Students

The Communications for Second Language Students courses are designed to provide second language instruction to the non-native speaker of English. Registration in courses is required of all incoming international students (F-J visa). The courses are also open to residents whose native language is not English.

Placement in courses is determined by interview and testing. The appropriate combination of speech and English instruction is determined individually according to the student's existing English language skills. Once in the sequence a student may be exempted from a course by instructor recommendation.

ESL 1422 parallels ENC 1103. The student fulfills his/her English Composition requirement by successful completion of ESL 1422 and ENC 1136, 1313, or 1423, depending on the degree being sought. Up to 12 hours of ESL instruction (excluding ESL 1422) may be applied to elective credit under area 7. (See Requirements for the Associate in Arts Degree).

Department of English

All Freshman and Sophomore students enrolled in the University Parallel program are required to complete a minimum of six hours of English Composition. All such students must complete ENC 1103 as the first 3 hour course of English composition. The second 3 hour course requirement may be met with either ENC 1136 or ENC 1423. Subject to appropriate area approval, students enrolled in certain technical programs may substitute ENC 1033 and ENC 1313 for ENC 1103 and ENC 1136/ENC 1423 to satisfy composition requirements leading to an A.S. degree.

All international students (F-J Visa) are required to enroll in Communications for Second Language (ESL) Students. In addition, some resident students (from homes where a language other than English is spoken) may be required to enroll in ESL, depending on test results. After successful completion of the ESL sequence, the student will complete his English requirement.

Students who do not qualify for ENC 1103 will be strongly encouraged to enroll in ENC 1033 or ENC 0013 following assessment by the counseling and advising staff. ENC 1033 carries three semester hours of elective transfer credit while ENC 0013 carries three semester hours of local (BCC) credit only. Neither ENC 1033 nor ENC 0013 will be accepted as a substitute for ENC 1103 in an A.A. program, although ENC 1033 may be accepted in certain A.S. programs. Students enrolled in ENC 1033 are also encouraged to enroll in an appropriate reading class (REA 1102 or REA 1202).

In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the student to express himself in both oral and written forms. It is therefore suggested that students complete ENC 1103 before attempting a 2000 level English class.

A cluster of specialized courses provides training and experience in the craft of creative writing. If the student wishes, he may combine these writing courses with the different but related writing opportunities in the Journalism Department.

English Honors Program

The following English honors courses are offered. Only students who have qualified under the college's honors program may enroll for these courses*.

ENC 1103 H Honors Composition— 3 semester hours Term I only

Stresses expository writing with emphasis on critical discussion of student writing.

ENC 1136 H Honors Composition— 3 semester hours Term II only

Stresses research and documentation techniques, argumentative, descriptive and narrative writing, and critical examination of various literary genres.

LIT 2932 Honors Literature Courses — **3 semester hours**

At least one literature course is offered for honor credit each Term I and II of every academic year. For explanation of content see individual literature course descriptions. Stress is placed on student interest and effort. Prerequisite: Admission to Honors Porgram and ENC 1103 with a term grade of B.

*To remain in the Program, a student must maintain a B average in honors courses. Though all honors courses carry the same credit as regular courses, an H is affixed to the transcript to indicate honors credit.

Department of Journalism and Publications

The Journalism curriculum offers students survey courses and basic courses in writing and editing as well as the opportunity to put their knowledge to use by writing for campus publications. Students are encouraged to look off campus as well as on campus for newsworthy material. Student newspapers and magazines invite interest and participation, and opportunity is provided for journalism students to participate in state and national competition. The BCC journalism program prepares students for further study in pursuit of a degree, and in some cases has opened the way for media employment upon completion of the associate in arts degree.

Students are encouraged to contact the Journalism Department Head for consultation regarding the individual's particular activity interest and recommended courses of study. Lists of required and recommended courses are available in the Journalism Department office and in the Counseling Office.

Department of Modern Foreign Languages

The students enrolled in foreign languages will receive intensive preparation in the basic skills of the language so that they will be able to continue their work and interest in this area after graduating from B.C.C. A combination of modern and traditional methods helps the student learn to speak the language and gives an insight into the culture.

Thus the student is offered language training that assists in his preparation for upper division work or for use in a vocation or profession. At the same time, a modern language laboratory is an integral part of beginning language classes and is available for additional drill and comprehension at all levels.

The advanced courses permit the student to proceed in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country.

The Modern Foreign Language Department now offers special conversation courses at the elementary and intermediate levels. These are designated as 1000 and 2240 courses.

The student should consult the section in the index entitled Degree Requirements for B.C.C. requirements in foreign languages.

Students who plan to transfer to upper division work towards the B.A. or B.S. degree should complete the intermediate level of foreign language at B.C.C. All candidates for the A.A. degree are encouraged to do so, especially if they are not certain of their ultimate major program at the upper division. The student should remember that often upper divisions of senior institutions require at least the intermediate level of the language.

During the registration period, all students who have had two years or more of a foreign language in high school and who are to continue in this language are given placement tests to determine the suitable level of study. Students transferring from other colleges should continue equivalent sequential courses.

Students should note that Studies in Literature and Culture (FRW 2100, GEW 2010, or SPW 2010 and FRW 2101, GEW 2011, SPW 2011) may be applied to fulfill six hours of the Humanities requirement.

Modern Foreign Language Activities

International Foreign Language Organization—This organization is open to students of foreign languages and to other interested members of the college community. It provides an opportunity for intercultural exchange and reinforcement of the spoken language.

Travel-Study Program—See course descriptions for FRE 1170, GER 1170, and SPN 1170.

Department of Reading Communications

It is the purpose of the Reading Department to provide opportunities for students to improve and further develop reading skills, attitudes and understandings of written materials which will enable them to succeed in all college curricula and vocational objective.

REA 1105. A developmental reading course offered for students who desire to improve their reading habits and skills. Students may enroll at the time of registration and earn three credits by successfully completing the course. The course employs the most modern techniques and equipment and is of immeasurable value to the student who desires to get the most benefit from his college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas and critical analysis of many types of reading materials.

REA 1205: Speed Reading is offered as an elective for students who have successfully completed REA 1105, or who can demonstrate attainment of the fortieth percentile of college norms on a standard reading test. Students may also gain admittance by obtaining Instructor's permission.

Department of Speech

The Speech Department offers students opportunities for general speech improvement, hearing evaluation,

treatment of speech disorders, and participation in intercollegiate debate and Readers Theatre. Students may select electives which fulfill general education requirements as well as beginning courses of study for majors and minors in General Speech, Radio-Television, Speech Pathology, and Audiology.

Students are urged to contact the Speech Department for consultation with a speech instructor specializing in the individual student's particular service desire, activity interest, and course of study.

Criminal Justice Institute

Criminal Justice—CCJ
Corrections—CCJ
Police Science—CCJ
Crime Scene Technology—CJT
Broward Police Academy
Holt Training Program
Corrections Academy
Law Enforcement Testing Center

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and Region XIII of the Florida Police Officers Standards and Training Council. Operated by Broward Community College the purpose of the Institute is to serve all government divisions of Broward County, large or small and to upgrade the administration of Criminal Justice.

Students preparing to enter Florida State University to pursue a baccalaureate degree should follow the University Parallel programs leading to an A.A. degree in Pre-Law Enforcement or Pre-Corrections.

The A.S. degree in Police Science is a two-year degree for students who wish to enter directly into a police career, and a program in Crime Scene Technology is available as a specialty in the Law Enforcement field.

The A.S. degrees in Criminal Justice and Corrections will permit students to qualify for acceptance at Florida Atlantic University, Florida International University, Biscayne College and Nova University to seek a baccalaureate degree at the same time they prepare to enter their profession.

Non-credit seminars and workshops are offered to police to meet the training needs of the Criminal Justice agencies of Broward County and southeast Florida. These are offered under the auspices of the J. Lester Holt Law Enforcement program, established in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. The program is a joint enterprise of the Broward County Chiefs of Police Association and Broward Community College.

The Criminal Justice Institute holds a Florida Police Standards Board Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy and Police Career Development courses. The Florida Correctional Standards Council has also authorized the Criminal Justice Institute to conduct a Corrections Academy to meet local needs.

Criminal Justice students who have a clear cut plan to acquire specific skills along with their degree selection may, with prior approval of the Director, substitute specific courses (up to 15 credits) to achieve their aim.

Waivers are offered to Criminal Justice students with extensive non-credit experience and/or training. Students will be able to receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Director of the Criminal Justice Institute.

Suggested program sheets are available in Corrections and Law Enforcement:

Requirements for the Associate in Arts Degree in Pre-Law Enforcement:

1. Completion of 65 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
COMMUNICATIONS	9
ENC 1103, 1136 or 1423 (6)	
SPC 1024 (3)	
SOCIAL SCIENCE	24
PSY 2012 (3)	
SOC 2000, 2150, 2130, ECO 2013 (12)	
POS 1041 or 1112 (3)	
EUH 1000 and 1001 (6)	
MATHEMATICS	3
MGF 1113 or higher level (3)	
SCIENCE	7
APB 1150 and 1150L (4)	
Any Science Course (3)	
HUMANITIES	6

3. Completion of the following requirements in Criminal Justice:
   CCJ 1020 (3), 1410 (3) and 1220 (3) 9
4. Completion of Physical Education Activities 4
   (Note: Note required of veterans or students 29 years of age or older.)
5. Completion of at least 3 credits of electives to be taken from the following courses:
   Social Sciences, Science, Statistics 3
6. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last 12 semester hours.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

Requirements for the Associate in Arts Degree in Pre-Corrections:

1. Completion of 65 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
   COMMUNICATIONS 9
   ENC 1103, 1136 or 1423 (6)
   SPC 1024 (3)
   SCIENCE 7
   APB 1150 and 1150L (4)
   Any Science Course (3)
   MATHEMATICS 3
   MGF 1113 or higher level (3)
   SOCIAL SCIENCE 24
   POS 1041 or 1112 (3)
   EUH 1000 and 1001 (6)
   PSY 2012 (3)
   SOC 2000, 2150, 2130, ECO 2013 (12)
   HUMANITIES 6
3. Completion of the following allied subjects 9
   CCJ 1020 (3), 1220 (3) and 1300 (3)
4. Completion of Physical Education activities 4
5. Completion of at least 3 credits of electives to be taken from the following areas:
   Psychology, Sociology, or Statistics 3
6. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last twelve semester hours.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Criminal Justice:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
   COMMUNICATIONS 6
   ENC 1103, 1136 or 1423 (6)
   MATHEMATICS 3
   MGF 1113 or higher level (3)
   SOCIAL SCIENCE 18
   POS 1041 or 1112 (3)
   PSY 2012 (3)
   SOC 2000, 2150, 2130 (9)
   HIS (3)
   HUMANITIES 6
   SCIENCE 6
3. Completion of 21 credits in the major field of concentration:
   CCJ 1020, 1410, 1420, 1220, 1230,
   CJT 2100, 2110 21
4. Completion of four semester hours of Physical Education Activities 4
5. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last 12 semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

Requirements for Associate in Science Degree in Police Sciences:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
   COMMUNICATIONS 6
   ENC 1103 and 1313
   (Completion of ENC 0026 and 1313 will satisfy degree requirements.)
   SOCIAL SCIENCES 15
   POS 1041 or 1112 (3)
   PSY 2012 (3)
   SOC 2000, 2150, 2130 (9)
   MATHEMATICS 3
   MAT 0002 or MGF 1113
3. Completion of the following requirements in related areas:
   BUSINESS ADMINISTRATION 3
   MAN 2000, 2750 or 2342 (3)
4. Completion of 24 hours in the major field of concentration.
   CCJ 1020, 1410, 1420, 1220, 1230,
   CJT 2100, 2420, 2110 24
5. Completion of four semester hours of Physical Education Activities 4
   (Not required of veterans or students 29 or older.)
6. Completion of at least nine credits of electives to be selected from the following: Data Processing, Humanities, Social Science, Science, Business Administration, HES 1400, CCJ 2930, and SPC 1024 9
7. Completion of a minimum of 24 semester hours of residence at Broward Community College includes the last 12 semester hours.
8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Corrections:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
COMMUNICATION	6
ENC 1103, 1136, 1423 (6)	
SCIENCE	6
MATHEMATICS	3
MGF 1113 or higher level (3)	
SOCIAL SCIENCE	15
SOC 2000, 2150, 2130 (9)	
PSY 2012 (3)	
POS 1041 or 1112 (3)	
HUMANITIES	6

3. Completion of Physical Education electives 4
4. Completion of the following in the major field of concentration 23
   CCJ 1020, 1220, 1300, 1440, 2330, 2320, 2350, 2933.
5. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Crime Scene Technology:

1. Completion of 66 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
   COMMUNICATION 6
   ENC 1103 and 1313
   (Completion of ENC 0026 and 1313 will satisfy degree requirements.)
   SCIENCE 11
   To be selected from three 3 credit science courses and two 1 credit courses. (Other Science courses may substitute.)
   MATHEMATICS 3
   MGF 1113, or MAT 1033 (3)
   SOCIAL SCIENCES 12
   POS 1041 or 1112 (3)
   PSY 2012 (3)
   SOC 2000 and 2150 (6)
3. Completion of Physical Education electives 4
4. Completion of at least SIX hours of electives to be selected from the following: Humanities, Social Science, Police Science or
   FFP 2240 (Arson Investigation) 6
5. Completion of the following in the major field of concentration 24
   CCJ 1020, 1410, 1220, 1230,
   CJT 2100, 2110, 2120, 2130
6. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve hours
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

Police Science
(Certificate Program)

This program is designed to assist working police officers to achieve practical knowledge of the administration and operation of a modern police department and its subdivisions and to meet promotional requirements as they might be established by the police agency. For police officers only.

POS	1041	National Government or	
POS	1112	State and Local Government	3
CCJ	1020	Introduction to Criminal Justice	3
CCJ	1410	Police Administration I	3
CCJ	1420	Police Administration II	3
CCJ	1220	Criminal Law	3
CCJ	1230	Criminal Evidence	3
CJT	2100	Criminal Investigation I	3
CJT	2420	Traffic Problems and Administration	3
CJT	2110	Criminal Investigation II	3
SOC	2000	General Sociology	3
Total semester credits			30

Corrections
(Certificate Program)

POS	1041	National Government or	
POS	1112	State and Local Government	3
CCJ	1020	Introduction to Criminal Justice	3
CCJ	1220	Criminal Law	3
CCJ	1300	American Corrections	3
CCJ	1440	Confinement Facilities	3
CCJ	2330	Probation and Parole Procedures	3
CCJ	2320	Correctional Services in the Community	3
CCJ	2350	Correctional Casework	3
CCJ	2933	Correctional Seminar	3
SOC	2000	General Sociology	3
Total semester credits			30

Criminal Justice
(Associate in Science Degree)

FIRST YEAR

Term I

ENC	1103	Composition	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
CCJ	1020	Intro to Criminal Justice	3
CCJ	1220	Criminal Law	3
		Physical Education	1
		Total semester credits	13

Term II

*ENC	1136	or 1423 Composition	3
CCJ	1410	Police Admin I	3
CCJ	1230	Criminal Evidence and Court Procedures	3
SOC	2000	Gen Sociology	3
		Physical Education activity	1
		Total semester credits	13

Term IIIA or IIIB

MGF	1113	Gen Ed College Math	3
		Humanities	3
		Total semester credits	6

SECOND YEAR

Term I

PSY	2012	Gen Psychology	3
		Science	3
CCJ	1420	Police Admin II	3
CJT	2100	Criminal Invest I	3
*SOC	2150	Criminology	3
		Physical Education	1
		Total semester credits	16

Term II

*SOC	2130	Juv Delinquency	3
		Humanities	3
		Science	3
CJT	2110	Criminal Invest II	3
		History elective	3
		Physical Education activity	1
		Total semester credits	16

*Requires a pre or co-requisite—see course description in catalog.

This program prepares a student to transfer to Florida Atlantic University, Florida International University, Biscayne College and Nova University for a Bachelor's Degree in Criminal Justice.

Corrections
(Associate in Science Degree)

FIRST YEAR

Term I

ENC	1103	Composition	3
CCJ	1020	Intro to Criminal Justice	3
CCJ	1300	American Corrections	3
MGF	1113	Gen Ed College Math	3
		Physical Education activity	1
		Total semester credits	13

Term II

*ENC	1136	or 1423 Composition	3
CCJ	1440	Conf Facilities	3
		Science	3
SOC	2000	Gen Sociology	3
		Physical Education activity	1
		Total semester credits	13

Term IIIA or IIIB

CCJ	1220	Criminal Law	3
PSY	2012	Gen Psychology	3
		Total semester credits	6

SECOND YEAR

Term I

CCJ	2330	Probation & Parole	3
CCJ	2320	Corr Services Comm	3
		Humanities	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
SOC	2150	Criminology	3
		Physical Education	1
		Total semester credits	16

Term II

CCJ	2350	Corr Casework	3
CCJ	2933	Corr Seminar	3
		Humanities	3
		Science	3
*SOC	2130	Juv Delinquency	3
		Physical Education activity	1
		Total semester credits	16

*Requires a pre or co-requisite—see course description in catalog.

This program prepares a student to transfer to Florida Atlantic University, Florida International University, Biscayne College and Nova University for a Bachelor's Degree in Criminology or Criminal Justice.

Police Science
(Associate in Science Degree)

FIRST YEAR

Term I

ENC	1033	or 1103 Composition	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
CCJ	1020	Intro to Criminal Justice	3
CCJ	1220	Criminal Law	3
		Physical Education activity	1
		Total semester credits	13

Term II

*ENC	1313	Tech Report Writing	3
CCJ	1410	Police Admin I	3
CCJ	1230	Criminal Evidence	3
SOC	2000	Gen Sociology	3
		Physical Education activity	1
		Total semester credits	13

Term IIIA or IIIB

Math Elective			3
PSY	2012	Gen Psychology	3
Total semester credits			6

SECOND YEAR

Term I

[1]Elective			3
MAN	2000	Intro to Management or	
MAN	2750	Office Management or	
MAN	2342	Prin of Supervision	3
CCJ	1420	Police Admin II	3
CJT	2100	Criminal Invest I	3
*SOC	2150	Criminology	3
Physical Education Activity			1
Total semester credits			16

Term II

*SOC	2130	Juv Delinquency	3
[1]Elective			6
CJT	2420	Traffic Problem & Administration	3
CJT	2110	Criminal Invest II	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]The nine credits of electives are to be selected from the following: Data Processing, Humanities, Social Science, Business Administration, Science or HES 1400 or CCJ 2930 or SPC 1024.

Crime Scene Technology
(Associate in Science Degree)

FIRST YEAR

Term I

ENC	1103	Composition	3
CCJ	1020	Intro to Criminal Justice	3
CJT	2100	Criminal Investigation I	3
CCJ	1220	Criminal Law	3
Physical Education activity			1
Total semester credits			13

Term II

*ENC	1313	Tech Report Writing	3
CJT	2110	Criminal Investigation II	3
Science Elective			4
CCJ	1230	Criminal Evidence	3
Physical Education activity			1
Total semester credits			14

Term IIIA or IIIB

MGF	1113	Gen Ed College Math or	
*MAT	1033	Inter Algebra	3
PSY	2012	Gen Psychology	3
Total semester credits			6

SECOND YEAR

Term I

CCJ	1410	Police Admin I	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
CJT	2120	Forensic Photography	3
Science Elective			3
SOC	2000	Gen Sociology	3
Physical Education activity			1
Total semester credits			16

Term II

*SOC	2150	Criminology	3
Science Elective			4
*CJT	2130	Crime Science Process II	3
Elective			3
Elective			3
Physical Education activity			1
Total semester credits			17

*Requires a pre or co-requisite—see course description in catalog.

Division of Engineering Technology

The Division of Engineering Technology consists of the following departments:

Aerospace Technology—ASC, ATF, ATT, AUM
Air Conditioning and Refrigeration Technology—FTD, ETE, ETM
Architectural Technology—ARC
Contracting and Civil Engineering Technology—BCN, ETC, ETD, ETE, ETG, EVS
Data Processing Technology—CAP, COC, COP, CRM
Electrical Technology—ETE
Electronic Technology—CDA, ETD, ETE

Instruction in these programs provides students with the theoretical knowledge and the practical experience necessary to obtain employment in these technical fields and to qualify for an Associate of Science Degree. Graduates of these programs are qualified to pursue the Bachelor of Science in Technology Degree at upper level institutions throughout the State of Florida and at other colleges and universities throughout the nation. Graduates from these programs have been in great demand by employers, usually with more job opportunities than graduates. Due to the continued growth in these technical fields, future employment prospects and opportunities for advancement look very good.

Suggested program sheets are available in Architecture and Building Construction.

Engineering Technology Curriculum

Candidates for the Associate of Science Degree in Engineering Technology Programs are required to complete the following:

1. Completion of a minimum of 62 hours of credit, excluding HPR courses, and a grade point average of 2.0 or above.
2. General Education Courses:

	Semester Hours
COMMUNICATIONS	
English	6
SOCIAL SCIENCE	3
*SCIENCE AND MATH	
Mathematics	7
Physics	4

3. **ELECTIVES (Approved by Advisor) . . 6
4. Completion of courses in a selected major field 36
5. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Most Engineering Technology programs are only offered on one campus. Students should check with Counseling for the campus location of their program.

*Students enrolled in Data Processing may substitute any 3 hour Science course for the Physics requirement. For students enrolled in the Business Option, MTB-1103, MAT-1033 or MAT-1030-1032, and STA-2013 will satisfy the math requirements.

**Electives should be related to the student's program of study and may include Cooperative Work Study courses.

Department of Aerospace Technology

Education in aerospace prepares the student for employment in the most rapidly advancing segment of our nation's largest industry. Air transportation and its allied activities are growing at a phenomenal rate and economic forecasts indicate this growth will double in the next decade. Opportunities for technically trained personnel are almost limitless.

The aerospace program offers three routes of study with each leading to an Associate in Science degree. They are:

1. *Aviation Administration* that prepares the student for employment or advancement in management positions
2. *Air Traffic Control,* leading to employment with the Federal Avaiation Administration (FAA) as an air traffic controller in airport control towers, air route traffic control centers, and flight service stations
3. *Career Pilot* which prepares the student for FAA ratings as Private Pilot, Commercial Pilot, and Instrument Flight

Our ground school program is fully approved by the FAA and we are certified as an FAA Air Agency.

Aviation Administration (Associate in Science Degree)

The Aviation Administration program is designed for the student who would like to work in the aviation industry, but not primarily as a pilot. Selected theoretical aviation courses, to provide a broad base of aviation knowledge, are provided together with general business management and specialized aviation management courses.

FIRST YEAR

Term I

ATT	1100	Aeronautical Sci	3
ASC	1100	Navigational Sci I	3
ASC	1011	History of Aviation	3

[1]ENC	1103	Composition	3
*[2]MAC	1132	Pre-Calculus I	3
Physical Education activity			1
Total semester credits			16

Term II

*ASC	1210	Meteorology	3
*ENC	1136	or	
	1423	Composition	3
[3]Elective			3
POS	1041	National Govt	3
*[2]MAC	1133	Pre-Calculus II	3
Physical Education activity			1
Total semester credits			16

Term IIIA

AVM	2410	Airport Management	3
POS	1112	State & Local Govt	3
Total semester credits			6

SECOND YEAR

Term I

AVM	2515	Airline Marketing	3
ECO	2013	Prin of Economics I	3
ACC	2002	Prin of Accounting I	3
ASC	2870	Aero Science Safety	3
MTB	1304	Math with Machines	1
Physical Education activity			1
Total semester credits			14

Term II

AVM	2510	Air Carrier Management	3
*ECO	2023	Prin of Economics II	3
*ACC	2021	Prin of Accounting II	3
*[4]PHY	1001	Physics	3
*[4]PHY	1002L	Physics Lab	1
Physical Education activity			1
Total semester credits			14

*Requires a pre or co-requisite—see course description in catalog.

[1]ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be acceptable to a four year institution.

[2]MTB 1334, MTB 1344 may be taken if student does not plan to transfer to an upper division university and college.

[3]Suggested Electives: Humanities.

[4]PHY 2053 and PHY 2053L should be substituted for PHY 1001 and PHY 1002L if a student plans to transfer to an upper division university or college.

Note: In the Aviation Administration program, Business Administration and Economics courses, as well as Aviation Courses, are considered to be in the major field.

Air Traffic Controller Program
(Associate in Science Degree)

This is a four-year cooperative education program to be taken at this college, at Florida International University, and with work periods at an FAA Air Traffic Control Facility. It is available to a limited number of selected students. After completion of approximately 30 semester hours of work at BCC, the student will apply to the FAA for acceptance into the program. Selection will be on a competitive basis and students not selected should not continue the ATC program. Those selected will continue and begin taking courses at FIU as well as BCC. A minimum of two on-the-job training work periods are provided with the FAA, during which the student is paid at regular civil service rates by the U.S. Government. No actual flight training is required. Students are encouraged to take ATF 1100, Primary Flight, as an elective. Students should contact the co-operative education office during their first semester of enrollment. Upon satisfactory completion of the four year program the student receives an Associate in Science degree from this institution as well as a Baccalaureate degree from Florida International University.

FIRST YEAR

Term I

ATT	1100	Aeronautical Sci	3
ASC	1100	Navigational Sci I	3
ENC	1103	Composition	3
POS	1041	National Govt	3
Humanities			3
Physical Education activity			1
Total semester credits			16

Term II

ASC	1011	History of Aviation	3
*ENC	1423	Composition	3
MTB	1334	Technical Algebra	3
MTB	1304	Math with Machines	1
Humanities			3
Elective			3
Physical Education activity			1
Total semester credits			17

Term III

Screening and Selection by FAA

After selection by the FAA the student will take courses at both F.I.U. and B.C.C. The exact scheduling will vary according to the time of year. Additional courses required at B.C.C. are as follows:

*ASC	1210	Meteorology	3
*ASC	1550	Aerodynamics	3
*ASC	2110	Navigational Sci II	3
*ASC	2870	Aero Science Safety	3
*ATT	2120	Instrument Flight Theory	3
*ATT	2890	Directed Studies in ATC	3
*MTB	1344	Technical Trig	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
SPC	1024	Intro to Speech	3
*SES	2390	Work Experience	3
Physical Education activity			2

*Requires a pre or co-requisite—see course description in catalog.

[1]This is a four year cooperative program to be taken at Broward Community College and Florida Interna-

tional University. At the completion of the four year program a student will receive an A.S. degree from B.C.C. and a Baccalaureate degree from F.I.U.

Students can determine courses required for graduation at F.I.U. from that institution. The Aerospace Department at B.C.C. maintains a current list of the F.I.U. required courses. The student should program so that all work at Broward is completed prior to commencing the final quarter at F.I.U.

Career Pilot Program

The Career Pilot Program provides both the flight and ground school required for the private and commercial pilot certificates with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Aerospace Technology. The average of the students' final grades in ATT 1100 and ASC 1100 must be 80 or more in order to be eligible to take the FAA written examination for private pilot. The average for final grades in ASC 1550, 1610 and 2870 must be 80 or more in order to be eligible to take the FAA written examination for commercial pilot. The average for final grades in ASC 1210, 2110 and ATT 2120 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

Program for Career Pilot
(Associate in Science Degree)

FIRST YEAR

Term I

ATT	1100	Aeronautical Sci	3
ASC	1100	Navigational Sci I	3
*ATF	1100C	Primary Flight	3
ENC	1033	or 1103 Communications	3
MTB	1334	Technical Algebra	3
Physical Education activity			1
Total semester credits			16

Term II

*ASC	1210	Meteorology	3
*ASC	1550	Aerodynamics	3
*ATF	2201C	Intermediate Flight	3
ASC	1011	History of Aviation	3
*MTB	1344	Technical Trig	3
Physical Education activity			1
Total semester credits			16

Term IIIA

*ASC	1610	Aircraft Engines Structures and Systems	3
*ENC	1313	Tech Report Writing	3
Total semester credits			6

SECOND YEAR

Term I

*ASC	2110	Navigational Sci II	3
*ASC	2870	Aeronautical Science Safety	3
*ATF	2202	Advanced Flight	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
Physical Education activity			1
Total semester credits			14

Term II

*ATT	2120	Instrument Flight Theory	3
*ATF	2306	All Weather Flight	3
POS	1041	National Govt	3
[1]Elective			3
MTB	1304	Math with Machines	1
Physical Education activity			1
Total semester credits			14

*Requires a pre or co-requisite—see course description in catalog.

[1]Suggested Electives: ATT 2600, ATF 2500, ATF 2400, AVM 2510, AVM 2410, AVM 2515, COC 1300, COP 1110; SPN 1100, *SPN 1101; GEB 1011, MAN 2000, SPC 1024.

Program for Air Conditioning and Refrigeration Technology
(Associate in Science Degree)

This program is designed to give the post high school student the skills and knowledge for assisting the professional engineer in the design and application of equipment for residential and commercial systems.

Students can prepare for engineering technology design, job site supervision, equipment manufacturing, laboratory testing or system sales.

Air Conditioning Technology
(Associate in Science Degree in Engineering Technology)

FIRST YEAR

Term I

[3]ETM	1610	Intro to Air Conditioning	3
*ETE	1010C	Direct Current Circuits	3
MTB	1334	Technical Algebra	3
*ETD	1111	Mechanical Drafting	1
*ETD	1111L	Mechanical Draft Lab	2
ENC	1103	Composition	3
Physical Education activity			1
Total semester credits			16

Term II

*ETM	1310C	Fluid Dynamics	4
*ETE	1020C	Alternating Current Circuits	3
*MTB	1344	Technical Trig	3
MTB	1304	Math with Machines	1
*ENC	1423	Composition	3
Physical Education activity			1
Total semester credits			15

Term IIIA

*ETM	1231C	Heat Transfer	4
*ETD	1501C	Air Distribution Drafting	2
Total semester credits			6

SECOND YEAR

Term I

*ETM	2750C	Air Conditioning Systems Design	3
ETM	2723	Centrifugal Refrigeration	3
*ETE	2141C	Electronic Devices	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
Physical Education activity			1
Total semester credits			14

Term II

*ETM	2740	Control Systems	3
*ETM	2673C	Estimating & System Trouble Shooting	3
*ETM	2905C	Design Project	3
POS	1041	National Govt	3
Elective			3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]This program is offered at North Campus.

[2]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

Architectural Program
Program for
Architectural Technology
(Associate in Science Degree)

Provides a student with the necessary basic concepts and practices employed in the architectural field today. Special problem solving situations qualify the student for special areas, such as architectural drafting, specification writing, pictorial presentations, model presentation and planning and estimating.

Architectural Technology (1)
(Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head).

FIRST YEAR

Term I

*ARC	1120	Arch Drafting I	1
*ARC	1121L	Arch Drafting Lab I	2
ARC	2020C	Arch Communications I	3
[2]ENC	1103	Composition	3
MTB	1334	Technical Algebra	3
Physical Education activity			1
Total semester credits			13

Term II

*ARC	2021C	Arch Communications II	3
*[2]ENC	1313	Tech Report Writing	3
*MTB	1344	Technical Trig	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
[3]Elective			3
Physical Education activity			1
Total semester credits			17

Term IIIA

ARC	2140C	Materials & Methods of Construction	3
*ETC	2321	Surveying	1
*ETC	2321L	Surveying Lab	2
Total semester credits			6

SECOND YEAR

Term I

*ARC	2122	Arch Drafting II	1
*ARC	2122L	Arch Drafting Lab II	2
*ETG	2530	Strength of Materials	2
*ETG	2530L	Materials Lab	1
*ARC	2230	Intro to Specifications	3
MTB	1304	Math with Machines	1
[3]Elective			3
Physical Education activity			1
Total semester credits			14

Term II

*ARC	2154	Arch Drafting III	1
*ARC	2154L	Arch Drafting Lab III	2
*BCN	2614C	Construction Planning & Estimating	3
BCN	2561	Mech & Elect Systems	3
ARC	2231	Specifications Writing Principles	3
POS	1112	State & Local Govt	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

[2]ENC 1033 and ENC 1313 will satisfy the degree requirements, however, they may not be acceptable to a four-year institution.

[3]Suggested Electives: ART 1201C, GEB 1011, *ETC 2334, *ETC 2410, *ETI 1720.

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

SES	2390	Work Experience I
SES	2391	Work Experience II

Contracting and Civil Engineering Technology
(Associate in Science Degree)

The Contracting and Civil Engineering Technology program prepares the student for employment as a Technician. The courses emphasize fundamentals and techniques of construction for buildings, utilities, highways and bridges.

FIRST YEAR

Term I

*ETC	1250	Materials & Processes	2

*ETE	1223	Materials Testing Lab	1
ETD	1121C	Civil Drafting I	3
Math			3
Elective			3
MTB	1304	Math with Machines	1
Total semester hours			13

Term II

BCN	2561	Mech & Elect Systems	3
EVS	2231	Water Supply	3
*MTB	1344	Technical Trig	3
English			3
Elective			3
Total semester hours			15

Term IIIA

ETC	2321	Surveying	1
ETC	2321L	Surveying Lab	2
Social Science			3
Total semester hours			6

SECOND YEAR

Term I

*ETG	2530	Strength of Materials	2
*ETG	2530L	Materials Lab	1
ETD	2122C	Civil Drafting II	3
ETC	2330C	Route Surveying	3
Technical Elective			3
English			3
Total semester hours			15

Term II

Physics			3
Physics Lab			1
*ETC	2410	Structural Design	3
BCN	2614C	Planning & Estimating	3
Technical Elective			3
Total semester hours			13

Suggested Technical Electives—

ETD	2123C	Civ Draft III
ETC	2334	Land Surveying
BCN	1740	BCN Const Law
BCN	1750	BCN Financing
BCN	2704	BCN Insurance

Contracting and Civil Engineering Technology
(Associate in Science Degree)

Each student must complete the following courses:

ETC	1250	Matls/Proces
ETE	1223	Matls Test Lab
ETD	1121C	Civil Draft I
BCN	2561	Mech Elec Syst
ETC	2321	Surveying
ETC	2321L	Surveying Lab
EVS	2231	Water Supply
ETD	2122C	Civil Draft II
BCN	2614C	Plan/Estimating
ETC	2330C	RTE Surveying
ETG	2530	Str of Matrls
ETG	2530L	Str Matrls Lab

Building Construction
(Certificate Program)

This program is designed to provide on-going educational opportunities for existing and prospective members of the construction trades. To earn the certificate, each student must complete the following courses:

BCN	1272	Building Construction Plans Interpretation	2
BCN	1610	Building Construction Estimating Fundamentals	2
BCN	1616	Building Construction Advanced Estimating	2
BCN	1930	Building Construction Special Topics	2
BCN	1750	Building Construction Financing	2
BCN	1721	Building Construction Planning & Cost Control	2
BCN	1740	Building Construction Law	2
BCN	2704	Building Construction Insurance	2
BCN	2230	Building Construction Materials & Methods	2
BCN	2712	Building Construction Supervision	2
Total semester credits			20

Data Processing Technology

To help meet the needs of industry in the field of Data Processing in the Broward County area and South Florida, the Community College has adopted a program of studies for the employed person as well as the student who would like to go full-time.

The curriculum comprises a succession of courses designed to provide an understanding of the concepts, principles, and techniques involved in electronic processing of data. Courses are arranged in a workable sequence suitable to the instructional needs of students with an appropriate balance between technical courses and laboratory exercises. Within the topics of each course, the concepts are solidified through practical application utilizing the latest equipment IBM/370 model 135 computers and equipment.

The student may choose to work toward the two-year A.A. degree, the two-year A.S. degree, or the three semester certificate program. Both the curricula in the A.S. and certificate program train an individual as a programmer trainee or computer-programmer. However, if the student is contemplating going on to a senior college, the A.A. degree program is appropriate.

Data Processing Technology (1) Business Option
(Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head).

FIRST YEAR

Term I

COC	1300	Fund of Data Proc	3
COP	1170C	Prog in Basic	3
[2]ENC	1103	Composition	3
[3]ACC	2002	Prin of Accounting I	3
Physical Education activity			1
Total semester credits			13

Term II

*COP	1266C	Intro to Programming Systems	3
*COP	1120C	Computer Prog I	3
*ENC	1136,	1313 or 1423 Composition	3
*[3]ACC	2021	Prin of Accounting II	3
*MAT	1033	Inter Algebra or	
*MAT	1132	Pre-Calculus I	3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

*COP	2400C	Computer Prog II	3
[3]ECO	2013	Prin of Economics I	3
Total semester credits			6

SECOND YEAR

Term I

*COP	2401C	Contemp Programming Practices	3
*CAP	2001	Systems Dev & Design	3
*STA	2013	Elem Statistics	3
MTB	1103	Business Math	3
Science			3
Physical Education activity			1
Total semester credits			16

Term II

*COP	2122C	Advanced Prog Tech	3
*COP	1130C	PL/I Programming or	
COP	1110C	Fortran Programming	3
*CAP	2030	Field Project or	
SES	2390	Work Experience I	2 or 3
Social Science			3
[4]Elective			3
Physical Education activity			1
Total semester credits			15 or 16

*Requires a pre or co-requisite—see course description in catalog.

[1]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

[2]ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be acceptable to a four-year institution.

[3]ACC 2002, ACC 2021 and ECO 2013 are considered as part of the 36 credit hours required in the major field. ACC 1001 and ACC 1029 while not transferable, may be substituted for ACC 2002 and ACC 2021.

[4]Suggested Electives: MAN 2000, MAN 2750, GEB 1011, SPC 1024 or Humanities.

[5]Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period.

SES	2390	Work Experience I (Practicum)
SES	2391	Work Experience II (Practicum)

Data Processing Technology (1) Engineering-Scientific Option (Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head).

TERM YEAR

Term I

COC	1300	Fund of Data Proc	3
COP	1170C	Prog in Basic	3
[2]ENC	1103	Composition	3
*MAT	1033	Inter Algebra	3
Science			3
Physical Education activity			1
Total semester credits			16

Term II

COP	1110C	Fortran Programming	3
*COP	1120C	Programming I	3
*ENC	1313	Tech Report writing or	
*ENC	1423	Composition	3
*MAT	1132	Pre-Calculus I	3
Science			3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

*CAP	2001	System Dev & Design	3
*COP	2400C	Programming II	3
Total semester credits			6

SECOND YEAR

Term I

COP	1266C	Intro to Programming Systems	3
*COP	2401C	Cont Programming Practices	3
*MAC	1133	Pre-Calculus II	3
MTB	1304	Math with Machines	1
Social Science			3
Physical Education activity			1
Total semester credits			14

Term II

*COP	2122C	Adv Programming II	3
ECO	2013	Prin of Economics I	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
[3]Elective			3
Physical Education activity			1
Total semester credits			14

*Requires a pre or co-requisite—see course description in catalog.

[1]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

[2]ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be accepted at a four-year institution.

[3]Suggested Electives: SPC 1024, COP 2111C, ACC 2002, *ACC 2021, SES 2390.

Data Processing
(Certificate Program)

The following is a certificate program to prepare an individual for the entry job. It is specifically designed for the employed student as well as the full-time student. To be awarded the certificate, a student must have completed the courses with an average of "C" or above.

First Term

COC	1300	Fundamentals of Data Processing	3
COP	1170C	Prog in Basic	3
[1]ENC	1103	Composition	3
ACC	2002	Principles of Accounting I	3
		Total semester credits	12

Second Term

*COP	1266C	Introduction to Programming Systems	3
*COP	1120C	Computer Programming I	3
*ENC	1136	Composiiton or	
*ENC	1313	Tech Report Writing	3
*ACC	2021	Principles of Accounting II	3
		Total semester credits	12

Third Term

*COP	2400C	Computer Programmer II	3
*CAP	2001	Systems Development and Design	3
MTB	1103	Business Math or	
*MAT	1033	Intermediate Algebra	3
		Social Science Elective	3
		Total semester credits	12

Fourth Term

*COP	2401C	Contemporary Programming Practices	3
*COP	2122C	Advanced Programming Techniques	3
COP	1130C	PL/1 Programming or	
COP	1110C	Fortran	3
		Total semester credits	9

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of ENC 1033 and ENC 1313 will satisfy the requirements for a Certificate in Data Processing.

Electrical Engineering Technology (1)(2) (Industrial Electronics)
(Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head)

This program is designed to provide the skills and knowledge needed for gainful employment in electrical/electronic areas other than communications (radio/TV). Emphasis is placed upon the industrial applications of electronic control systems. Both analog and digital control techniques are covered.

Graduates will have extensive knowledge of electronics and electricity and should find employment in manufacturing, research, sales and field services. The student should develop the capacity to perform such tasks as design, selection, installation, calibration, testing systems; development of corrective and preventive maintenance techniques; the electrical engineer.

FIRST YEAR

Term I

*[3]ETE	1010C	Direct Current Circuits	4
MTB	1334	Technical Algebra	3
*ETD	1111	Mechanical Drafting	1
*ETD	1111L	Mechanical Draft Lab	2
ENC	1103	Composition	3
		Physical Education activity	1
		Total semester credits	14

Term II

*ETE	1020C	Alternating Current Circuits	4
*MTB	1344	Technical Trig	3
*ETE	2141C	Electronic Devices	3
MTB	1304	Math with Machines	1
*ENC	1423	Composition	3
		Physical Education activity	1
		Total semester credits	15

Term III

*ETE	1033	Networks & Filters	3
*ETE	1150	Linear Circuits	3
		Total semester credits	6

SECOND YEAR

Term I

*ETE	2311C	Ind. Electronics	4
COC	1300	Fund of Data Proc	3
*ETE	2662C	Digital Circuits	4
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
		Physical Education activity	1
		Total semester credits	16

Term II

*ETE	2312C	Instrumentation	3
POS	1041	National Govt	3
[4]Elective			3
[4]Elective			3
*ETE	1510C	Electromechanical Dev	3
		Physical Education activity	1
		Total semester credits	16

*Requires a pre or co-requisite—see course description in catalog.

[1]This program is offered at North Campus.

[2]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

[3]*ETE 1001C D.C. Circuits (offered at Central Campus) may be substituted for *ETE 1010C Direct Current Circuits.

[4]See the Department Head or Academic Advisor for suggested electives.

Electronic Technology

The electronics program prepares individuals to become technicians who assist the engineer in the building and testing of electrical or electromechanical devices and electronic systems. The student completing the course requirements for the A.S. Degree is qualified as a scientifically trained engineering technician. The prescribed courses should be taken in the order indicated.

Electronics (1) Communications or Digital Option (Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head)

FIRST YEAR

Term I

*[2]ETE	1001C	D.C. Circuits	4
*MTB	1334	Technical Algebra	3
MTB	1304	Math with Machines	1
[3]ENC	1103	Composition	3
Social Science			3
Physical Education activity			1
Total semester credits			15

Term II

*ETE	2204C	Electronic Instrumentation	3
*[2]ETE	1020C	A.C. Circuits	4
*MTB	1344	Technical Trig	3
*ENC	1313	Tech Report Writing	3
Physical Education activity			1
Total semester credits			14

Term IIIA

*ETE	1130C	Active Electronic Devices	2
*ETE	2143C	Semiconductors I	4
Total semester credits			6

Digital Option

SECOND YEAR

Term I

ETD	1614C	Electronic Drafting	3
*ETE	2145C	Semiconductors II	3
*[4]CDA	2040C	Computers I	4
*ETE	2633C	Digital Systems I	4
Physical Education activity			1
Total semester credits			15

Term II

[4]ETE	2662C	Digital Systems II	3
*[4]CDA	2041C	Computers II	3
*PHY	1001	Physics	3
*PHY	1002L	Physics Lab	1
[5]Electives			5
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Courses should be taken in the sequence and term suggested unless approved by the Department Head.

[2]With approval of the Department Head, students with previous electronic experience, may take ETE 1030C (combines ETE 1001C and ETE 1020C). These students will need to select an additional electronic elective (4 credits) to meet the 36 credits in their major field.

[3]ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be accepted at a four year institution.

[4]Students selecting the Communications Option should take *ETE 2400C Communications I, *ETE 2401C Communications II and *ETE 2435C Applied Circuit Analysis instead of ETE 2662C, *CDA 2040C and *CDA 2041C.

[5]Suggested Electives: ETE 2931, *COP 1266C, *COP 1120C, COP 1110C, *COP 2400C, ECO 2013, SES 2390, *SES 2391.

*Night Attendance—This program can be completed in 3 years at night.

Students enrolled in the Cooperative Work Experience Program should enroll in one of the following courses during their work period: SES 2390 Work Experience I; SES 2391 Work Experience II.

Communication Option

SECOND YEAR

Term I

ETE	2145C	Semiconductors II	3
ETE	1614C	Electronic Drafting	3
ETE	2400C	Communications I	4
ETE	2633C	Digital Systems I	4
Physical Education			1
Total semester hours			15

Term II

ETE	2401C	Communications II	3-0-3
ETE	2435C	T.V. Applied Circuit Analysis	2-2-3
PHY	1004	Physics	3-0-3
PHY	1004L	Physics Lab	0-2-1
Physical Education			0-1-1
*Electives			5
Total semester hours			16

Division of Health, Physical Education & Recreation

DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET

The Division of Health, Physical Education and Recreation offers one (1) credit hour activity courses in the areas of aquatics, dance, team sports, individual sports, and physical fitness.

All regularly enrolled freshmen and sophomore students are required to take four (4) credit hours of physical education activities unless they are 29 years of age or older, or have served continuously in the military service for one year, or more, or are exempt by medical certification. Medical certification must specify the term or terms for the exemption. Students cannot receive credit for a beginning course after they have gained credit in the intermediate sequence of a particular sport. For example, a student cannot get credit for Beginning Tennis after he has taken Intermediate Tennis. Neither can a student take a beginning and an intermediate sequence of the same sport concurrently.

The following Health, Physical Education and Recreation courses DO NOT satisfy the required four credit hours of activity: PEQ 1231, 2232, PEO 1003, PET 1000, HES 1000, 1107, 1400, LEI 1000, 1310, 1700, 1800, DAA 2840, 2841, 2842.

Apparel that meets the approval of the Physical Education Department must be worn by the student.

Towels and combination locks are available for student use. Personal locks, if desired, may be used on an assigned locker.

A program of studies leading to a major at a senior institution in the areas of Health, Physical Education and Recreation is available. This information may be obtained from the counseling-advisement office or the HPR Division. Students are advised to acquaint themselves with the course requirements at the institution to which they plan to transfer and select courses accordingly.

Suggested program sheets are available in Health Education, Physical Education, and Recreation.

Division of Humanities

Art—ARE, ARH, ART
Theatre—DAA, THE, TPA, TPP
Music—MUE, MUH, MUL, MUN, MUO, MUR, MUT, MVB, MVK, MVO, MVP, MVS, MVV, MVW
Philosophy—PHI
Religion—HEB, REL

The Division of Humanities offers students an opportunity to investigate and acquaint themselves with the visual arts, drama, music, philosophy, and religion. Students may select courses which increase their understanding and appreciation of the arts as part of their general cultural knowledge and heritage, or they may follow a program of studies in one area leading to a major at a senior institution.

Suggested program sheets are available in Art, Theatre, Interior Design, Music, Music Education and Religion.

Department of Art
Art Courses

The Art curriculum offers the student those basic courses which will meet the requirements leading to a major or minor in Art. Students who plan intensive study in Art should confer, well in advance of initial registration, with an Art advisor in order to plan a program of work which best fits the individual's needs, interests, and abilities. Lower division requirements at the senior institutions vary considerably. It is strongly recommended that students who intend to major or minor in Art education consult the programs offered at the institution to which they intend to transfer. Courses are also offered in Art which meet the needs of adults in Art appreciation and in various open studio courses.

Students are encouraged to take both basic design courses before attempting 200 level studio subjects. Art majors should take the basic 100 level courses in their freshman year. Art majors should take the Art Histories ARH 2050 and ARH 2051.

All the courses listed in the catalog are not necessarily taught during the academic year, limitations of studio space, instructor availability and an insufficient number of students for particular classes make this so. A student concerned with a particular advanced class should check the schedule for the current academic year, or ask the Department Head about course offerings, before including the advanced course in his/her schedule.

Materials for studio courses will cost at least $20.00. In Art courses the right is reserved to keep permanently, selections from a student's work.

Commercial Art
(Associate in Science Degree)

FIRST YEAR

Term I

ART	1300C	Beginning Drawing	3
ART	1201C	Design I	3
*ART	2280C	Lettering	2
ENC	1103	Composition	3
		Physical Education activity	1
		Total semester credits	12

Term II

*ART	1330C	Life Drawing	3
ART	1202C	Design II	3
*ART	2231C	Advertising Design	3
*ENC	1423	Composition	3
INP	1301	Human Relations in Business & Industry	3
		Physical Education activity	1
		Total semester credits	16

Term IIIA and IIIB

ART	2910C	Art Practicum	6
		Total semester credits	6

SECOND YEAR

Term I

*ART	2253C	Illustration	3
*ART	2272C	Design for Television	3
MAR	1011	Prin of Marketing	3
*ART	2600C	Photography for the Fine Arts	3
ARH	2000	Art Appreciation Humanities	3
		Physical Education activity	1
		Total semester credits	16

Term II

*ART	2270C	Design for the Corporate Image	4
*ART	2181	Design for Reproduction	3
MAR	1302	Advertising	3
ARH	2051	Art History II	3
		Physical Education activity	1
		Total semester credits	14

*Requires a pre or co-requisite—see course description in catalog.

Department of Theatre

The Theatre Department curriculum offers courses which are basic to further work in either educational or professional theatre. Programs in performance, design, and theatre technology meet the requirements leading to a major or minor in theatre. In some instances the theatre program has provided an opportunity for employment in the theatrical community upon completion of the Associate in Arts Degree.

Practice in the art of theatre is provided through performance courses*, major productions, and children's theatre tours. Members of the community are encouraged to participate in all theatrical activities.

Prior to registration, students who plan theatre study should contact a member of the Theatre Department faculty for advisement.

Attendance at departmental auditions, required of all theatre majors, will result in the assignment of a performance or production responsibility. For this

reason, no theatre student should take more than 14 hours each semester.

*A performance course involves a final production performance which earns the student actor, director, designer or technician a grade based upon demonstrated improvement.

Department of Music
Music Courses

The music curriculum offers two specialized Associate of Arts degrees which represent the first two years of work leading to a degree in music or music education at a senior institution. Courses are also offered to meet the needs of students in music humanities and in choral and instrumental music.

Music

Before registering in the music curriculum, a student must demonstrate the ability to sing or play an accepted musical instrument. This is a highly specialized degree and students are expected to have already acquired certain musical skills in order to qualify for this program. Music majors are required to participate in at least one performing organization each term.

Music Education

Music education majors are required to take three techniques classes to be chosen from MUE 1440, MUE 1450, MUE 1460, MUE 1470. It is advisable that an instrumental music education major study three instruments outside their own principal area. Vocal majors may choose any three. Music education majors are required to participate in at least one performing organization each term.

Musical Activities

The following music activities are open to all students of the College, either for credit or non-credit basis with the instructor's approval.

Choral/Vocal Organizations
- College Singers—MUN 1310
- North Broward Community Chorus—MUN 1310
- Ft. Lauderdale Symphony Chorus—MUN 1310
- Concert Choir—MUN 1310
- Chamber Singers—MUN 1460
- Opera Workshop—MUO 1501

Instrumental Organizations
- Chamber Ensemble—MUN 1460
- Jazz Ensemble—MUN 1710
- Neophonic Jazz Ensemble—MUN 1710
- Adult Jazz Band—MUN 1710
- Symphonic Band—MUN 1100
- Broward Symphony Orchestra—MUN 1280
- B.C.C. Youth Symphony—MUN 1280
- B.C.C. Symphonette—MUN 1280

Music Preparatory Division

The Music Preparatory Division has been organized to provide a qualified music instructor for anyone in Broward County. Individual instruction in voice and all instruments are available. Interested persons should contact the Music Department.

Curriculum for Pre-Music
(Applied Music Major in Performance)

General Education

ENC 1103 & 1136 or 1423	6
History and the Social Science (Select 6 hrs. from #3)	6
(Select 3 hours from #5)	3)
**Math & Science—elect 9 hrs. from #4	9
HPR	4
Total Semester Hours	28

Music

MUT 1121, 1122, 2126, 2127	16
Applied Music Major—	8
Applied Music Secondary—	4
Music Activity (Chorus, Band, etc.)	4
MUH 2111, 2112	6
Total Semester Hours	38

MUSIC ACTIVITIES

MUN 1310 Choral Ensembles — **1 semester hour**

MUN 1310 Concert Choir
College Singers
North Broward Community Chorus
Fort Lauderdale Symphony Chorus
Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.

MUN 1460 Chamber Ensembles — **1 semester hour**
Chamber Ensemble
Chamber Singers
Small groups whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three rehearsals weekly. May be taken four times for transfer credit.

MUO 1501 Opera Workshop — **1 semester hour**
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.

MUN 1710 Jazz Organizations — **1 semester hour**
Jazz Ensemble
Neophonic Jazz Ensemble
Adult Jazz Band
Corequisite: MUN 1100 or MUN 1280. Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.

MUN 1100 Bands — **1 semester hour**
Symphonic Band
Coral Springs Band
Open to all college students, faculty and members of the community who play band instruments. Three re-

hearsals weekly. Chairs assigned by conductor through audition. May be taken four times for transfer credit.

MUN 1280 Orchestra **1 semester hour**

Broward Symphony Orchestra
B.C.C. Youth Symphony
B.C.C. Symphonette
Open to students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. May be taken four times for transfer credit.

Applied Music—Individual Instruction

Secondary Applied Music Area

	First Year		*Second Year*		
	I	*II*	*I*	*II*	
MVV	1211		2221		Voice
MVK	1211		2221		Piano
MVK	1213		2223		Organ
MVW	1211, 1215		2224		Woodwinds
MVB	1215		2225, 2223		Brass
MVP	1211		2221		Percussion
MVS	1211, 1213		2221, 2223		Strings
MVS	1216		2226		Classical Guitar
*MVO	1211		2221		Free Bass Accordion
MVK			2224, 2324		Jazz Piano
MVS			2227, 2327		Electric Bass
MVS			2228, 2328		Jazz Guitar

One half hour lesson weekly and one hour practice daily.

Credit, 1 semester hour

Principal Applied Music Areas

	First Year		*Second Year*		
	I	*II*	*I*	*II*	
MVV	1311		2321		Voice
MVK	1311		2321		Piano
MVK	1313		2323		Organ
MVW	1314, 1315		2323		Woodwinds
MVB	1315. 1314		2322, 2321		Brass
MVP	1311		2321		Percussion
MVS	1312		2321, 2322		Strings
MVS	1316		2326		Classical Guitar
*MVO	1311		2321		Free Bass Accordion
MVK			2224, 2324		Jazz Piano
MVS			2227, 2327		Electric Bass
MVS			2228, 2328		Jazz Guitar

One hour lesson weekly and two hours practice daily.

Credit, 2 semester hours

Major Applied Performing Area

	First Year		*Second Year*		
		I	*II*	*I*	*II*
MVV	1411		2421		Voice
MVK	1411		2421		Piano
MVK	1413		2423		Organ
MVW	1413, 1411		2421		Woodwinds
MVB	1412, 1411		2423, 2422		Brass
MVP	1411		2421		Percussion
MVS	1412, 1414		2424		Strings
MVS	1416		2426		Classical Guitar
*MVO	1411		2421		Free Bass Accordion
MVK			2224, 2324		Jazz Piano
MVS			2227, 2327		Electric Bass
MVS			2228, 2328		Jazz Guitar

One hour lesson weekly and three hours practice daily.

Credit, 2 semester hours

*Accordion may not transfer as a secondary, principal or major applied performing instrument.

Division of Mathematics & Science

Department of Biology
Biology—APB, BOT, BSC, OCB, PCB, STD, ZOO

Department of Landscape Technology & Pest Control
Landscape Technology—HOS, ORH, PLS, PMA, SOS
Pest Control—ENY, PMA

Department of Mathematics
Mathematics—MAC, MAP, MAS, MAT, MGF, MTB
Statistics—STA

Department of Physical Science
Astronomy—AST
Chemistry—CHM
Engineering—EGN
Geology—GLY
Physical Science—PSC
Physics—PHS, PHY

The Division of Mathematics and Science offers the student an opportunity to study the mathematical and scientific concepts necessary for general education requirements, as well as further study in the areas of engineering, mathematics, science and related fields. There are also programs of study leading to careers in landscape and pest control technologies.

Suggested program sheets are available in Biology, Chemistry, Engineering, Forestry, Geology, Optometry, Pharmacy, Medicine, Dentistry, Veterinary Medicine, Chiropractic, Astronomy, Mathematics, Physics, Agricultural Science and Data Processing.

Biological Science

The biology offerings present the student a variety of options, while contributing courses to the numerous programs of the College. A student, depending upon background, academic or professional goals may enter these courses by exercising one of three options:

OPTION I
APB 1150, APB 1150L or BSC 1010C. These introductory courses are recommended to the General Education student and those students planning to take only (1) one term of biology. APB 1150L and/or BSC 1010C should be taken by students planning to transfer to schools that require a laboratory science.

OPTION II
APB 1150L, BOT 1010, BOT 1010L, ZOO 1013, ZOO 1013L. Biology majors should start their sequence with this option. These five courses should be planned with an advisor of the biology programs.

OPTION III
STD 0311, (NT) Introduction to Natural Science. A course designed to correct deficiencies and/or refine the student's Natural Science background. The Counseling Service should be consulted prior to enrolling in this course.

Introduction to Natural Science STD 0311 is designed only for local credit, and does not carry degree credit.

MATHEMATICS

The mathematics curriculum has course offerings covering a variety of needs. Course prerequisites for physics and engineering are included. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals. MAT 0002 and MAT 1013 are basic studies courses designed to correct deficiencies in the student's high school background. MAT 0002 will not count toward General Education Requirements for graduation. MGF 1113 is a general education course recommended for most students needing only a single semester of mathematics. For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MAT 1030, 1031, 1032, 1033, MAC 1132, 1133, 2311, 2312, MAP 2302, MAS 2103 may be taken at any time but has a prerequisite of MAC 1132. MTB 1304 is a non-sequential service type course which may be taken concurrently with any other mathematics course. MTB 1334 and MTB 1344 are designed to meet the needs of students in technical and specialized programs.

Physical Sciences

The Physical Sciences Department offers courses in the areas of Physical Science, Astronomy, Chemistry, Engineering, Geology, and Physics. The course offerings cover a variety of needs including courses for science majors as well as students in related fields. In addition, courses are provided to meet the general education requirements for non-science majors and the specialized needs of technical students.

Note: Students beginning sequence courses such as CHM 1045-1046-1047, CHM 2210-2211, PHY 2048-2049, should plan to complete the sequence in this college.

Landscape Technology Program

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic interest have greatly increased the need of personnel in the areas of landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, and garden supply.

The Associate of Science graduate of this program will have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry of his choice. Credits may be applied toward a degree at various senior institutions.

Many of the courses are offered in the evening for industry members who wish to continue their education and advance in their field.

Persons interested in this self-satisfying and lucrative career should contact the staff of the Landscape Technology program for a personal interview or the Guidance Department.

Landscape Technology Seminars and Short Courses

Throughout the year, seminars and short courses oriented toward the industry are offered in turfgrass management, weed control, diagnosing plant problems, home landscape design, plant identification, and other subjects.

Florida Horticultural Industries Certification Board (FHICB) courses are offered by this department for training in the various examination categories of the FHICB throughout the year.

Pest Control Technology

The tremendous population explosion and the boom in building development is creating a pressing demand on the services offered by structural and landscape pest control companies. The door of opportunity is wide open for the technician trained in the control of insects, diseases, nematodes, and weeds that cause a threat to our environmental health, and economic well being.

This two-year program combines studies in general education, pest control technology, and business administration at the college with occupational experience under certified and licensed pest control operators. The Associate of Science graduate of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites and other wood-destroying organisms, public health pests and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements, the student will receive an Associate of Science degree in pest control technology and will be eligible to apply to take the Florida State Division of Health Examinations in Pest Control categories.

Persons interested in the curriculum and course description should write the staff of the Pest Control Technology Program.

Pest Control Technology Program

Requirements for the Associate of Science Degree in Pest Control Technology:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
ENGLISH COMPOSITION ENC 1103	3
SCIENCE APB 1150	3
SOCIAL SCIENCE POS 1112, INP 1301	6

3. Completion of 28 semester hours in major field:
   ENY 1007 ENY 1102 PMA 2932 ENY 2011 ENY 2224
   ENY 1220 ENY 2940 ENY 2227 ENY 2943
4. Completion of semester hours in related field (Landscape):
   HOS 1041 ORH 2220 or PLS 2600 PMA 2003
5. Completion of 15 semester hours in related areas:
   GEN 1011 3
   MAR 1101 3
   MTB 1103 3
   ACC 1001 3
   MAN 2000 or 2342 3
6. Completion of 4 semester hours of Physical Education activities.
7. Completion of a minimum of 24 semester hours of residence at Broward Community College, including the last 12 semester hours.
8. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

Pest Control Technology (Associate in Science Degree)

FIRST YEAR

Term I

[1]ENC	1103	Composition	3
MTB	1103	Business Math	3
HOS	1041	Subtropical Horticultural Science	3
ENY	1007	Economic Entomology	3
APB	1150	Prin of Biology	3
Physical Education activity			1
Total semester credits			16

Term II

GEB	1011	Intro to Business	3
ACC	1001	Accounting Survey	3
[2]ORH	2220	Turf Grass Management	3
ENY	1220	Pesticides	3
ENY	1102	Insect Identification	3
Physical Education activity			1
Total semester credits			13 or 16

Term IIIA

ENY	2940	Field Service I	3
[3]PLS	2600	Weed Identification	3
Total semester credits			3 or 6

SECOND YEAR

Term I

POS	1112	State & Local Govt	3
INP	1301	Human Relations in Business & Industry	3
ENY	2224	Household Pests & Control	4
PMA	2003	Plant Pest Control	4
PMA	2932	Seminar	2
Physical Education activity			1
Total semester credits			17

Term II

MAR	1101	Salesmanship	3
MAN	2000	Intro to Management or	
MAN	2342	Prin of Supervision	3
ENY	2227	Wood Destroying Pests & Control	4
ENY	2011	Pest Control Business Administration	3
ENY	2943	Field Service II	3
Physical Education activity			1
Total semester credits			17

*Requires a pre or co-requisite—see course description in catalog.

[1]ENC 1033 will satisfy degree requirements.

[2]PLS 2600 may be taken Term IIIA instead of ORH 2220.

[3]ORH 2220 may be taken Term II instead of PLS 2600.

Landscape Technology Program

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
ENGLISH COMPOSITION ENC 1103	3
SOCIAL SCIENCE POS 1112, INP 1301	6

3. Completion of 42 semester hours in major field:

HOS	1002C	HOS	1031C	PMA	2003
HOS	1041	ORH	2512	ORH	2820C
ORH	1510			ORH	2862
ORH	1511	ORH	2831C	ORH	2897
SOS	1102	ORH	2896		

4. Completion of 15 semester hours in related areas:

GEB	1011	3
MAR	1101	3
MTB	1103	3
ACC	1001	3
MAN	2000 or 2342	3

5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
7. Make formal application for degree to the Registrar during the term in which 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

Above requirements subject to change.

Landscape Technology (1)
(Associate in Science Degree)

FIRST YEAR

Term I

[2]ENC	1103	Composition	3
MTB	1103	Business Math	3
*HOS	1002C	Horticultural Botany	4
HOS	1041	Subtropical Horticultural Science	3
*ORH	1510	Landscape Plant Identification I	3
Physical Education activity			1
Total semester credits			17

Term II

GEB	1011	Intro to Business	3
ACC	1001	Accounting Survey	3
*HOS	1031C	Horticultural Practices I	3
SOS	1102	Soils & Fertilizers	3
*ORH	1511	Landscape Plant Identification II	3
Physical Education activity			1
Total semester credits			16

Term IIIA

ORH	2896	Field Service	3
Total semester credits			3

SECOND YEAR

Term I

POS	1041	National Govt or	
POS	1112	State & Local Govt	3
INP	1301	Human Relations in Business & Industry	3
ORH	2820C	Horticultural Practices II	3
*ORH	2512	Advanced Landscape Plant Identification III	3
PMA	2003	Plant Pest Control	4
Physical Education activity			1
Total semester credits			17

Term II

MAR	1101	Salesmanship	3
*ORH	2831C	Landscape Design	4

ORH	2862	Landscape & Turf Business Administration	3
ORH	2897	Advanced Field Service	3
MAN	2000	Intro to Management or	
MAN	2342	Prin of Supervision	3
Physical Education activity			1
Total semester credits			17

*Requires a pre or co-requisite—see course description in catalog.

[1]Credits may be applied toward a degree at certain out-of-state senior institutions.

[2]ENC 1033 will satisfy degree requirements.

Dietetic Technician—DIE
Fire Science Technology—FFP, FIN
Hotel-Restaurant-Institution Administration Program—FOS, FSS, HCA, HFT
Pollution Prevention and Control Technology—EVS
Public Administration—HFT, LIS, MAN, PAD, URP
Tourism Industries Administration Program—HFT

The Division of Public Services seeks to serve the public and private sectors of Broward County by developing programs, mainly for college credit, to meet the needs of our community. The degree programs listed under this division are the result of extensive community involvement and participation.

Dietetic Technician Program Requirements for an A.S. Degree Management Option/ Nutrition Option

The Dietetic Technician Program prepares students to function at the management level of dietetic care under the supervision of the Registered Dietitian. Typical duties include: supervision of employees, menu planning, patient interviewing, diet instruction for routine modifications, employee training, food purchasing and supervision of food production. The dietetic technician is an integral member of the health care team in an occupation offering both personal and financial rewards.

The Dietetic Technician Program accepts 12 transfer credits from Atlantic Vocational Center for the student completing the Dietetic Assistant Program. Refer to the following course requirements for a description of those courses waived. Upon completion of the Dietetic Technician Program, the student may apply for technician membership in The American Dietetic Association. Program approval from this association is pending for the management option and has been granted for the nutrition option. At program entrance, the student needs to confer with the Coordinator of the Technician Program.

Suggested program sheets are available in Tourism Industries Administration, Food and Nutrition, and Home Economics.

Requirements for a degree in the Nutrition Option:

1. Completion of 62 semester hours of credit with a grade point average of 2.0 or better plus 2 hours of physical education when required.
2. Completion of the following requirements in general education:

	Semester Hours
COMMUNICATIONS	
ENC 1103 and ENC 1423	6
For those students wishing to transfer to an upper level university (or ENC 0026 and ENC 1313 will satisfy degree requirements)	
MATH	
MAT 1033	3
SOCIAL SCIENCE	
PSY 2012 and SOC 2000	6
BIOLOGY	
APB 1150 and APB 1150L	4
CHEMISTRY	
+CHM 1045 (or appropriate elective)	3
ELECTIVES	3

3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in *each* course in this area.

*DIE	1201	Essential of Nutrition	3
DIE	2412	Nutrition Counseling & Education	3
DIE	1270	Nutrition Clinical Practice II	3
DIE	2222	Nutrition Care in the Community and Institution	3
DIE	2271	Nutrition Clinical Practice III *OR*	3
DIE	2531	Nutrition Clinical Practice III (open to AVC graduates only)	2
DIE	2243	Applied Nutrition	3
DIE	2272	Nutrition Clinical Practice IV *OR*	4
DIE	2532	Nutrition Clinical Practice IV (open to AVC graduates only)	2
FSS	2307	Dietetic Seminar	1
*HFT	1210	Supervisory Development	3
*FSS	1221	Volume Foods	3
HCA	2422	Health Care Facilities and Delivery Systems	3
HFT	2220	Organization and Personnel Management *OR*	2
CHM	1046	General Chemistry	3
FSS	2301	Dietary Department Operations	2

*These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

+CHM 1045 required for transfer to a four-year dietetic curriculum.

4. Completion of a minimum of 24 semester hours of residence as a degree seeking student at Broward Community College, including the last 12 semester hours.
5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement-registration for the final term. The student is responsible for completing all graduation requirements.
6. Removal of all admission conditions.

7. Attendance at all official graduation exercises.

FIRST YEAR

Term I

Atlantic Vocational Center			12
		or	
DIE	1201	Essentials of Nutrition	3
HFT	1210	Supervisory Develop	3
FSS	1221	Volume Foods	3
ENC	1103	Composition	3
Physical Education activity			1
Total semester credits			13

Term II

*ENC	1423	Composition	3
APB	1150	Prin of Biology	3
APB	1150L	Prin of Biology Lab	1
*DIE	2412	Nutrition Counseling & Education	3
*DIE	1270	Clinical Practice II	3
Physical Education activity			1
Total semester credits			14

Term IIIA

*MAT	1033	Inter Algebra	3
Elective			3
Total semester credits			6

SECOND YEAR

Term I

HCA	2422	Health Care Facilities	3
*CHM	1045	Gen Chemistry or	
Elective			3
SOC	2000	Gen Sociology	3
*DIE	2222	Nutritional Care in Community & Institution	3
*DIE	2271	Clinical Practice III	3
		or	
[1]DIE	2531	Clinical Practice III	2
Physical Education activity			1
Total semester credits			16

Term II

FSS	2307	Dietetic Seminar	1
*CHM	1046	Gen Chemistry or	
*HFT	2220	Organization & Personnel Management	3
DIE	2301	Dietary Dept Operation	2
PSY	2012	Gen Psychology	3
*DIE	2243	Applied Nutrition	3
*DIE	2272	Clinical Practice IV	4
		or	
*[1]DIE	2532	Clinical Experience IV	2
Physical Education activity			1
Total semester credits			15-17

*Requires a pre or co-requisite—see course description in catalog.

[1]Open to AVC graduates only.

Students planning to transfer to a four year institution in dietetics should register for CHM 1045, 1046. Electives should be discussed with Department Head.

Requirements for a degree in the Management Option:

1. Completion of 62 semester hours of credit with a grade point average of 2.0 or better plus two hours of physical education when required.

2. Completion of the following requirements in general education:

	Semester Hours
COMMUNICATIONS	
ENC 1103 and ENC 1423	6
For those students wishing to transfer to an upper university (or ENC 0026 and ENC 1313 will satisfy degree requirements)	
MATH	
MAT 1033	3
SOCIAL SCIENCE	
SOC 2000	3
BIOLOGY	
APB 1150 and APB 1150L	4
CHEMISTRY	
+CHM 1045 (or appropriate elective)	3
ELECTIVES	3

3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in each course in this area.

*HFT	1210	Supervisory Development	3
FSS	1302	Management Clinical Practice II *OR*	4
FSS	1380	Management Clinical Practice II (open to AVC graduates only)	3
*FSS	1221	Volume Foods	3
HFT	2220	Organization and Personnel Management	3
HFT	2460	Financial Management	3
FSS	2306	Management Clinical Practice IV	2
HCA	2422	Health Care Facilities & Delivery Systems	3
FSS	2301	Dietary Department Operations	2
FSS	2500	Food Service Costing & Controls	3
FSS	2304	Management Clinical Practice III *OR*	4
FSS	2381	Management Clinical Practice III (open to AVC graduates only)	2
FOS	2100	Experimental Foods	3
*DIE	1201	Essentials of Nutrition	3
DIE	2222	Nutritional Care in the Community and Institution	3
FSS	2307	Dietetic Seminar	1

*These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

+CHM 1045 required for transfer to a four-year dietetic curriculum.

4. Completion of a minimum of 24 semester hours of residence as a degree seeking student at Broward Community College, including the last 12 semester hours.

5. Completion of evaluation of graduation requirement in the Advisement Office at the time of advisement-registration for the final term. The student is responsible for completing all graduation requirements.

6. Removal of all admission conditions.

7. Attendance at all official graduation exercises.

FIRST YEAR

Term I

Atlantic Vocational Center			12
		or	
DIE	1201	Essentials of Nutrition	3
HFT	1210	Supervisory Develop	3
FSS	1302	Management Clinical Practice II	4
		or	
[1]FSS	1380	Management Clinical Practice II	3
FSS	1221	Volume Foods	3
Physical Education activity			1
Total semester credits			14

Term II

FOS	2100	Experimental Foods	3
APB	1150	Prin of Biology	3
APB	1150L	Prin of Biology Lab	1
FSS	2500	Food Service Costing & Controls	3
FSS	2304	Mgt Clinical Prac III	4
		or	
[1]FSS	2381	Mgt Clinical Prac III	2
Physical Education activity			1
Total semester credits			13-15

Term IIIA

ENC	1103	Composition	3
SOC	2000	Gen Sociology	3
Total semester credits			6

SECOND YEAR

Term I

HCA	2422	Health Care Facilities	3
*DIE	2222	Nutritional Care in Community & Institution	3
*ENC	1423	Composition	3
*MAT	1033	Inter Algebra	3
Elective			3
Physical Education activity			1
Total semester credits			16

Term II

FSS	2307	Dietetic Seminar	1
*HFT	2460	Financial Management	3
*FSS	2306	Clinical Prac IV	2
DIE	2301	Dietary Dept Operation	2
*CHM	1045	Gen Chemistry	
		or	
Elective			3
HFT	2220	Organization & Personnel Management	3
Physical Education activity			1
Total semester credits			15

*Requires a pre or co-requisite—see course description in catalog.

[1]Open to AVC graduates only.
Students planning to transfer to a four year institution in dietetics should register for CHM 1045, 1046. Electives should be discussed with Department Head.

Fire Science Technology

Broward Community College is prepared to meet the needs of the Fire Service and with the support and advice of local leaders has developed a Fire Science program. An associate degee program is offered for students desiring to enter or advance in the Fire Service. In addition, a one-year Certificate program provides an opportunity for Fire Service employees to improve their knowledge through a concentration on Fire Science subjects.

Federal, State and Municipal governments have recognized the need for degree programs in the Fire Service for both entry level and in-service personnel. Recent scientific and technical developments have created a demand for highly skilled personnel and population increases and civil disturbances have placed increasing demands on the fire departments. Broward County in its rapid growth is well aware of the need to meet this challenge of expansion.

Fire Science Program
(Associate in Science Degree)

Requirements for the Associate of Science Degree in Fire Science.

1. Completion of 67 semester hours credit and grade point average of 3.0 or better.

2. Completion of the following requirements in General Education:

	Semester Hours
COMMUNICATIONS	6
ENC 1103 and ENC 1313 or ENC 1423 ENC 0026 and ENC 1313 will satisfy degree requirements	
SPC 1024	3
MATH	3
MAT 1013, MGF 1113 or MTB 1103	
SOCIAL SCIENCE	9
Any 2 Social Science courses plus POS 1112	

3. Completion of these courses from the related areas:

PAD 1002, PAD 2441 and PAD 2930	9
Plus one 3 credit elective	3

4. Completion of Fire Science courses .. 30

Required: FFP 1203, FFP 1100, FFP 1400, FFP 1320, FFP 2101, FFP 2402, FFP 2500, FFP 2501
Select two of the following:
FFP 1000, FFP 2240, FFP 2600, FFP 2130, FFP 2150*(3) or any EMT course.
*Open to officers and potential officers preferred.

5. Completion of four semester hours of Physical Education activity 4
   Not required of veterans or students 29 or older.
6. Cooperative Work Study program includes Fire Science students 6
   (May substitute 3 hours of co-op credit for either of 2 social sciences and may substitute 3 co-op hours for one 3 credit elective in area 3 above.)
7. Completion of requirements C & D in the General Information/Graduation and Degree Requirements Section.

Fire Science
(Certificate Program)

This program is designed to increase the practical knowledge of the "in service" fireman in relation to the administration and operation of the fire department and as an aid in meeting promotional requirements.

FFP	1100	Fire Administration I	3
FFP	1400	Fireground Tactics & Strategy ...	3
FFP	2101	Fire Administration II	3
FFP	2500	Hazardous Materials I	3
FFP	1203	Fire Prevention Theory & Application	3
FFP	2402	Application of Fire Science Tactics	3
Selection of any four Fire Science courses			12
Total semester credits			30

Hotel-Restaurant-Institution Administration Program

The explosive growth of the Food Service/Lodging Industries (they now employ more people than any other industry in this country and are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasis of the program is on management techniques, we recognize that the graduates working within these industries will have personal obligations of public trust to society and have included a broad range of General Education requirements to help the student form an ethical and philosophical base. Judicious use of the practicum periods further enhance the value of the graduate to employers, allowing them to enter the industry on a leadership basis.

Those students planning to enter a Bachelor's Degree program should contact the transfer institution to secure approval in advance for transfer of credits.

Hotel-Restaurant-Institution Administration

Requirements for the Associate in Science Degree in Hotel-Restaurant-Institution Administration.

1. Completion of 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.

			Semester Hours
*English Composition			6
Social Science PSY and Elective			6
Speech			3

3. Completion of 40 hours in major field:

CORE CURRICULUM:

HFT	1941	Operations and Service Practicum .	6
HFT	1210	Supervisory Development	3
FSS	1221	Volume Foods	3
HFT	1320	Engineering and Maintenance	3
HFT	1321	Engineering and Maintenance Lab .	1
HFT	2220	Organization and Personnel Management	3
HFT	2460	Financial Management OR	
FSS	2500	Food Service Costing & Controls	3
HFT	2942	Management and Control Practicum .	6
HFT	2500	Marketing	3

*Completion of ENC 0026 and ENC 1313 will satisfy the requirements for a degree in Hotel-Restaurant-Institution at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

In addition to this required core, the student is to select, from the following courses, the 3 that will be the most coherent with his career goals:

HFT	1700	Introduction to Tourism Industries Administration	3
HFT	2600	Law and Insurance ..	3
HFT	2290	Seminar in Contemporary Problems in Administration	3
FSS	1120	Food and Beverage Purchasing	3
FSS	1240	Classical Cuisine	3

FSS	2500	Food Service Costing and Controls	3
FOS	2100	Experimental Foods	3
FSS	2242	International Cuisine	3

4. Completion of nine hours in Business Administration**

MAR	1101	Salesmanship	3
MTB	1103	Business Mathematics	3
ACC	1001	Accounting Survey	3

5. Completion of four hours of Physical Education Activities.

**It is recommended that those students electing to transfer to FIU's four year program schedule ACC 2002, ACC 2021 & MGF 1113 for these 9 credits along with HFT 2460.

Hotel-Restaurant-Institution Administration
(Associate in Science Degree)

FIRST YEAR

Term I

HFT	1210	Supervisory Dev	3
FSS	1221	Volume Foods	3
SPC	1024	Intro to Speech	3
Social Science Elective			3
Physical Education activity			1
Total semester credits			13

Term II

HFT	1941	Operations & Service Practicum	6
HFT	1320	Engin & Maint	3
*HFT	1320L	Engin & Maint Lab	1
[1]ENC	1033	Fund of Writing or	
ENC	1103	Composition	3
MTB	1103	Business Math or	
MGF	1113	Gen Ed College Math	3
Physical Education activity			1
Total semester credits			17

Term IIIA or IIIB

[2]Elective	3
[2]Elective	3
Total semester credits	6

SECOND YEAR

Term I

*HFT	2500	Marketing	3
HFT	2942	Management & Control Practicum	6
*ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
MAR	1101	Salesmanship or	
ACC	2002	Prin of Acct I	3
Physical Education activity			1
Total semester credits			16

Term II

[2]Elective			3
*HFT	2220	Organization & Personnel Management	3
*HFT	2460	Financial Management or	
FSS	2500	Food Service Costing & Controls	3
PSY	2012	Gen Psychology	3
ACC	1001	Acct Survey I or	
*ACC	2021	Prin of Acct II	3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of ENC 1033 and *ENC 1313 will satisfy the requirements for a degree in Hotel-Restaurant-Institutation at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1103 and *ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

[2]Student is to select from the following courses those that will be most coherent with his career goals:

HFT	1700	Intro to Tourism Industries Admin
HFT	2600	Law & Insurance
HFT	2290	Seminar - Contemp Problems in Admin
FSS	1120	Food & Beverage Purchasing
*FSS	1240	Classical Cuisine
FOS	2100	Experimental Food
*FSS	2242	International Cuisine

Students planning to enter a Bachelor's Degree program should contact the transfer institutions to secure approval in advance for transfer of credit. It is recommended that those students electing to transfer to Florida International University's four year program, schedule ACC 2002, ACC 2021 and MGF 1113 for those 9 credits along with HFT 2460.

Tourism Industries Administration Program

Tourism is the largest industry in the world. Career opportunities are similarly global, but nowhere are they brighter than on Florida's Gold Coast. This fortunate region is one of the few which combines the attractiveness of a destination with the accessibility of a transportation center. All trends point to this area's becoming one of the 3 or 4 most important centers for tourism in the world.

This growth will require vast numbers of people educated to function in all segments and at all levels of the industry. To serve this diversity, both the mid-managment A.S. degree and the transfer A.A. degree are offered.

Tourism Industries Administration
(Associate in Science Degree)

FIRST YEAR

Term I

[1]HFT	1700	Intro to Tourism Industries Admin	3
HFT	1210	Supervisory Dev	3
MTB	1103	Business Math	3
ENC	1103	Composition	3
Physical Education activity			1
Total semester credits			13

Term II

HFT	1790	Tourism Industries Admin Operations Practicum	3
ACC	1001	Acct Survey I	3
SES	1100,	1101, 1102 Basic Typing or	
Elective			3
*ENC	1423	Compositon	3
Physical Education activity			1
Total semester credits			13

Term IIIA

*HFT	2220	Organization & Personnel Management	3
GEA	2040	Regional Geography of the Western World	3
Total semester credits			6

SECOND YEAR

Term I

*HFT	2730	Tour Packaging	3
*ACC	1029	Acct Survey II	3
*SES	1401	Office Procedures or	
Elective			3
Foreign Language			3
Physical Education activity			1
Total semester credits			13

Term II

HFT	2791	Tourism Industries Admin Management Practicum	3
HFT	2430	Acct for Travel Agents	3
MAN	2750	Office Management	3
Foreign Language			3
Physical Education activity			1
Total semester credits			13

Term IIIA

*HFT	2500	Marketing	3
GEA	2030	Regional Geography of the Non-Western World	3
Total semester credits			6

*Requires a pre or co-requisite—see course description in catalog.

[1]It is recommended that the student take the Travel Agency I (beginning) and Travel Agency II (advanced) courses in the Adult and Vocational Division of the Broward County Schools before or concurrently with HFT 1700.

One-Year Food Service
(Certificate Program)

Designed for the recent high school graduate seeking a start in the Food Service/Lodging Industries above the normal entry jobs. This program is equally important to the currently employed individual desiring to up-grade and up-date his/her knowledge. All courses may be used toward the A.S. degree.

FSS	1120	Food & Beverage Purchasing	3
FSS	2500	Food Service Costing & Control	3
FOS	2100	Experimental Foods	3
HFT	1210	Supervisory Development	3
FSS	1221	Volume Foods	3
HFT	1320	Engineering & Maintenance	3
*HFT	1320L	Engineering & Maintenance Lab	1
*HFT	2220	Organization & Personnel Management	3
HFT	2942	Management & Control Practicum	6
HFT	2500	Marketing	3
Total semester credits			31

Note: Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc., should make the following substitutions:

DIE	1201	Essentials of Nutrition	3
HCA	2422	Health Care Facilities & Delivery Systems FOR	3
HFT	2942	Management & Control Practicum	6
FSS	2301	Dietary Department Operations	3
FSS	1221	Volume Foods	3

To be awarded the Certificate, the student must complete his/her program with a grade average of "C" or better on all work attempted.

*Requires a pre or co-requisite—see course description in catalog.

Pollution Prevention and Control Technology Program
(Associate in Science Degree)

The Pollution Prevention and Control Technology programs are designed to prepare students for careers at the supervisory and managerial levels of employment. The program's emphasis is on technical and administrative skills development as well as a liberal education. Program goals include understanding of local government operations and contemporary management concepts as they relate to the technical specialties in Pollution Prevention and Control occupations.

The two specialty programs, Water Control Operator and Wastewater Control Operator, have been developed through the direction of an activity advisory committee from all levels of Utility Plant Operation and Management in Broward County.

The degree program is designed to help up-grade operators to a Class B or Class A license in water and

wastewater control. These courses follow closely the areas of competence identified in the state certification program. Licensing is administered by the Florida Department of Pollution Control and the Department of Health.

For experienced operators who have their Class A and B licenses, waivers of credits for experience and license grade is available toward the A.S. Degree.

Program for Pollution Prevention and Control Technology
(Associate in Science Degree)

1. Completion of 63 semester hours and a grade point average of 2.0 or better. Four (4) semester hours of physical education activity courses are required unless exempt.

2. Completion of the following requirements in General Education:

			Semester Hours
A.	Communications		6
	[1]ENC	0026 Fundamentals of Writing or	
	ENC	1103 Composition	
	[3]ENC	1136 Composition or ENC 1423 Composition or	
	ENC	1313 Technical Report Writing	
B.	Social Sciences		6
	[1]POS	1041 or POS 1112 Government	
	[2]INP	1301 Human Relations in Business & Industry or	
	PSY	2012 General Psychology or	
	[3]SOC	2000 General Sociology	
C.	Mathematics and Science		10 or 11
	[1]MAT	1030-1032, MAT 1033 Intermediate Algebra or	
	MTB	1334 Technical Algebra AND	3
	[2]CHM	1045 General Chemistry and	3
	CHM	1046 General Chemistry	3
	CHM	1046C General Chemistry Lab OR	1
	[3]BSC	1011C Audiotutorial Biology and	4
	GLY	1010 Physical Geology	3
	GLY	1010L Physical Geology Laboratory	1

3. Completion of the following requirements in related fields 15
   A. Public Administration
      Any three courses in Public Administration
   B. Business Administration
      [1]ACC 1001 Accounting Survey I
      [2]BUL 2111 Business Law I

4. Completion of 13 hours in the field of concentration 13
   A. Water Control Operator Specialist
      [1]EVS 1233 Introduction to Water Plant Operations
      [2]EVS 1233L Basic Hydraulics & Laboratory Tests for Water Plant Operations
      [3]EVS 1235 Water Plant Operations Control
      [4]EVS 1238 Operation & Management of a Water Treatment Plant

      OR

   B. Wastewater Control Operator Specialist
      [1]EVS 1234 Introduction to Wastewater Plant Operations
      [2]EVS 1234L Basic Hydraulics & Laboratory Tests for Wastewater Plant Operations
      [3]EVS 1236 Wasterwater Plant Operations Control
      [4]EVS 1239 Operation & Management of a Wastewater Treatment Plant

   Other fields of concentration to be announced.

5. Completion of four semester hours of Physical Education Activities HPR 4
   (Not required of veterans or students 29 years of older)

6. Electives 9
   They must be selected from the following areas:
   A. Public Administration
   B. Mathematics & Science
   C. Cooperative Work Study

7. Completion of requirements C & D in the General Information/Graduation Requirements section.

Pollution Prevention and Control Technology
(Associate in Science Degree)
FIRST YEAR

Term I

ENC	1033	Fund of Writing or	
ENC	1103	Composition	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
[1]EVS	1233	Intro to Water Plant Operations or	
[1]EVS	1234	Intro to Wastewater Plant Operations	4
*MAT	1033	Inter Algebra or	
MTB	1334	Technical Algebra	3
Physical Education activity			1
Total semester credits			14

Term II

*ENC	1313	Tech Report Writing or	
*ENC	1136	or *1423 Composition	3
Science			3
[1]EVS	1233L	Basic Hydraulics & Lab Tests for Water Plant Op or	

[1]EVS	1234L	Basic Hydraulics & Lab Tests for Wastewater Plant Op	3
ACC	1001	Survey of Acct I	3
[2]Elective			3
Physical Education activity			1
Total semester credits			16

Term IIIA or IIIB

INP	1301	Human Relations in Business & Industry or	
PSY	2012	Gen Psychology	3
*[1]EVS	1235	Water Plant Operations Control or	
*[1]EVS	1236	Wastewater Plant Operations Control	3
Total semester credits			6

SECOND YEAR

Term I

PAD	1002	Theories of Public Administration	3
Science			4
PAD	2930	Contemporary Topics	3
Physical Education activity			1
Elective			3
Total semester credits			14

Term II

PAD	2412	Supervisory Methods in Municipal Admin	3
*[1]EVS	1238	Operations & Management of Water Treatment Plant or	
*[1]EVS	1239	Operations & Management of Wastewater Treatment Plant	3
BUL	2111	Business Law I	3
[2]Elective			3
[2]Elective			3
Physical Education activity			1
Total semester credits			16

*Requires a pre or co-requisite—see course description in catalog.

[1]Water Control Operator Specialist courses: EVS 1233, 1233L, 1235, 1238. Wastewater Control Operator Specialist courses: EVS 1234, 1234L, 1236, 1239.

[2]Electives must be selected from the following areas: Public Administration, Mathematics and Sciences, and Cooperative Work Study.

Public Administration Program

The Public Administration Program is designed to prepare students for careers at the managerial and executive levels in local public service. The Program's emphasis is on a liberal education as the basis for the intelligent use of technical skills in administrative and governmental work. The Program aims at a broad understanding of the goals and problems of Public Administration and how these relate to the technical specialties of public administration: budget analysis, planning, organization and management methods, and personnel administration. The Program is also valuable preparation for those who intend to work for public agencies or voluntary associations interested in the problems of government including unions, chambers of commerce, business corporations, farm organizations and community service organizations.

Public Administration Program for Public Administration (A.S. Degree)

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
A. COMMUNICATIONS	9
(1) ENC 1103 (3)	
(2) ENC 1136 ENC 1313 ENC 1423 (3)	
(3) SPC 1024 (3)	
B. SOCIAL SCIENCES	9
(1) POS 1041	
(2) POS 1112 (3)	
(3) SOC 2000 (3)	
C. MATHEMATICS	3
(1) MGF 1113 MAT 1030/1032 MAT 1033 MAC 1142 (3)	

3. Completion of the following requirements in related fields:
   A. BUSINESS ADMINISTRATION 3
      (1) MAN 2000 (3) or
      (2) MAN 2750 or MAN 2342 (3)
   B. STATISTICS 3
      (1) STA 2013 (3)
4. Completion of 18 hours in the field of concentration:
   PUBLIC ADMINISTRATION 18
5. Completion of four semester hours of Physical Education Activities.
   HPR 4
   (Not required of veterans or students 29 years or older.)
6. Electives must be selected from the following; Business Administration, Fire Science, Police Science, and Public Administration 15
7. Completion of requirements C, D, under General Information/Graduation & Degree Requirements Section.

Public Administration (Associate in Science Degree)

FIRST YEAR

Term I

ENC	1033	Fund of Writing or	
ENC	1103	Composition	3
POS	1041	National Govt or	
POS	1112	State & Local Govt	3
[1]Public Administration Elective			3
[1]Public Administration Elective			3

[2]Elective 3
Physical Education activity 1
Total semester credits 16

Term II

*ENC 1313 Tech Report Writing or
*ENC 1136 or
*1423 Composition 3
[1]Public Administration Elective 3
[1]Public Administration Elective 3
[2]Elective 3
Physical Education activity 1
Total semester credits 13

Term IIIA or IIIB

MGF 1113 Gen Ed College Math or
*MAT 1033 Inter Algebra 3
PSY 2012 Gen Psychology 3
Total semester credits 6

SECOND YEAR

Term I

[2]Elective 3
MAN 2000 Intro to Management or
MAN 2342 Prin of Supervision or
MAN 2750 Office Management 3
[1]Public Administration Elective 3
[1]Public Administration Elective 3
*STA 2013 Elem Statistics 3
Physical Education activity 1
Total semester credits 16

Term II

[1]Public Administration Elective or
[2]Elective 3
[2]Elective 3
SOC 2000 Gen Sociology 3
SPC 1024 Intro to Speech 3
Physical Education activity 1
Total semester credits 13

*Requires a pre or co-requisite—see course description in catalog.

[1]Completion of 18 hours in the field of concentration: Public Administration. PAD 1002, MAN 1340, PAD 1416, FIN 2710, PAD 2801, PAD 2412, URP 2000, PAD 2441, PAD 2350, PAD 2930.

[2]Electives must be selected from the following areas: Business Administration, Fire Science, Police Science and/or Public Administration.
Students planning transfer to Florida Atlantic University should consult Division Chairperson.

Division of Social Sciences

Anthropology—ANT
Education—EDF, EEC, EME
Geography—GEA, GEO
History—AMH, EUH, HIS, LAH, REL, WOH
Military Science—MIS
Political Science—INR, POS, PSC
Psychology—CLP, DEP, INP, PSY, SOP
Sociology—MAF, SOC

The Division of Social Sciences offers academic courses in three program areas: University Parallel, Certificate, and Non-Credit. All regularly enrolled students under the University Parallel program (Area Four) are required to complete six semester hours of courses listed. Students should by all means check the requirements of the institution to which they plan to transfer.

Non-credit courses are listed in periodic brochures. Those courses provided primarily for Certificate and Associate Degree programs which are not generally accepted for transfer credit by senior institutions are listed separately. University Parallel courses may also be credited toward Certificate and Associate Degree programs.

The Division of Social Sciences offers three special programs in the area of Education—a certificate program for Teachers of Private Nursery School and Kindergartens, and Associate in Science Degree programs in Secretarial Teacher Aide and Teacher Aide.

The objectives of the Division as reflected in the nine discipline areas are to acquaint the student with the various aspects of man in relation to his culture, environment, behavioral patterns, heritage, and political institutions.

Suggested program sheets are available in Elementary Education, History, Latin American Studies, Political Science, Psychology, Secondary Education, Social Welfare, and Sociology.

Pre-School and Day Care Center Certificate Program

A certificate program designed to prepare personnel for employment in child care centers. Emphasis is placed on the overall understanding and management of the pre-school child. At the completion of at least 28 hours of prescribed courses with a grade of "C" or better in each course, a certificate will be awarded. This program is available only on the North Campus.

Pre-School and Day Care Center Certificate Program

			Semester Hours
EEC	1602	Child Development and Behavior	3
EEC	1201	Preschool Education	3
EEC	1311	Preschool Activities	3
EEC	1312	Preschool Materials	3
ARH	2000	Art Appreciation Humanities	3
MUL	2011	Fundamental Skills in Music Music in Western Culture—Humanities	3
HES	1000	Personal Hygiene and Community Health	3
HES	1400	First Aid and Safety	3
SPC	1024	Introduction to Speech Communication	3
			27

The following course can be waived if competency test is passed.
ENC 1103 3

Cooperative Education—COE, MAN, SES, STD
Honors—IDS
Special Services—ENC, ISC, MAT, REA, SPC. STD

Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to gain work experience related to their academic major while still attending college. Students may work either full or part-time, and earn academic credit for pre-planned learning that occurs on the job.

Eligibility

All students who have completed one semester (12 credit hours) are eligible to enter the cooperative program provided they meet the following requirements:*

1. Students should have a 2.0 GPA and be in good academic standing.
2. Students must plan to graduate from Broward Community College.
3. Students must intend to remain in the cooperative program until graduation from Broward Community College.

When to Apply

Students may apply as soon as they have been accepted for full-time enrollment by the College, even though they will not receive a work assignment until after they have completed one semester of work in the College.*

Application Procedures

Students who are interested in the Cooperative Education Program should follow the procedures outlined below:

1. Obtain an "Application for Cooperative Education Program" form from their counselor or from the Co-op Department Office, and make an appointment with the Co-op Office to review the completed application with a coordinator.
2. The coordinator will conduct an in-depth interview with the student with regard to his/her career and possible cooperative assignments.
3. If the student is accepted, the Cooperative Education Department will be responsible for locating an appropriate training position.

Course Requirements for the Cooperative Education Program

There are three different Cooperative Education plans offered at Broward Community College—the Parallel Plan, the Alternating Plan, and the Internship Plan.

The Parallel Plan operates as follows: A part-time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op Office. The student works 15 to 20 hours per week year-round while attending school full-time. The student receives two semester hours of credit for each work assignment. Any co-op work assignment selected must be one which will provide that student with experience in his/her chosen field.

The Alternating Plan operates as follows: A full-time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op office. This assignment is usually shared by a pair of students on an alternating basis. While one student is working on the job, their partner (alternate) is attending classes. At the end of each semester, the students change places. The student receives three credit hours for each work assignment.

*A student who does not meet this criterion may apply for special entry into the program. This application must be approved by the Cooperative Education Department.

Any co-op work assignment selected must be one which will provide that student with experience in his or her *academic major or career field.*

The Internship Plan operates as follows: A full-time job, meeting the requirements of a student, is obtained by the Co-op Office. The student works for one term (usually the summer term). The student receives three credit hours for the assignment which is selected to provide experience in his/her chosen field.

The Cooperative Education Department will grade the assignments based on reports submitted by the student and the evaluation made by the employer.

In some cases, students who are currently employed in jobs related to their major field of study may participate in the Co-op program. For further information, contact the Co-op Office on any campus.

Special Services

The Special Services Program is designed to assist non-traditional students in fulfilling their educational objectives. Significant support services offered are tutoring, financial aid information, work study job placement, and referrals for educational and career planning. Additional information relative to specifics can be obtained from the Program Director.

International/Intercultural Program

Broward Community College holds a strong commitment to the concept of international education. It is recognized that students will realize an added dimension to their education by participating in a foreign study experience. Beginning in 1974, the College has sponsored study-tours to several foreign countries in Europe and Latin America. Students

participating in these programs receive transferable college credit.

Broward Community College offers several foreign study-tours to various overseas locations during the summer terms. In addition, arrangements have been developed with several cooperating colleges and consortiums that enable Broward Community College students to participate in semester and full year programs abroad. Opportunities for study are currently available in London, Germany, Israel, and Spain.

Interested students should contact the Division of International/Intercultural Education.

Marine Science Technology

Through a cooperative relationship with Miami-Dade Community College, a student may pursue a two-year program leading to the Associate in Science Degree in Marine Science Technology. These programs in Marine Survey, Marine Engineering and Marine Electronics prepare graduates for immediate entry into the career field. For those who choose to continue to study toward a higher degree, some of the credits earned are transferable to universities offering studies in Marine Science. The general education and support courses for the Marine Science Technology programs will be taken at Broward Community College. The specialized courses at sea, aboard ships and underwater, as well as in laboratories and machine shops will be taken at the Marine Science Technology Department at Miami-Dade Community College. For information on this program contact the Coordinator of Cooperative Education, South Campus, 962-4110.

Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC _000 at a community college, he cannot be required to repeat SOC _000 at the school to which he/she transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

General Rule for Courses Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC _000.

First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of

a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/place.

Examples:

Marine Biology	OCB __013	(Lecture only)
	OCB __013L	(lab only)
Marine Biology with Lab	OCB __013C	(lecture and lab combined)

Therefore, OCB __013C is equivalent to OCB __013 plus OCB __013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC __132, __133, __134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

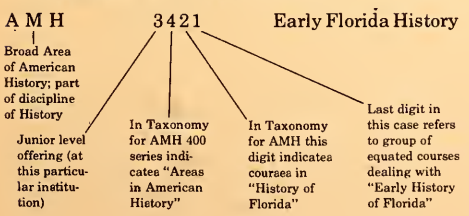
Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classifcation system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History—General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	*Before*	*After*
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his/her major (e.g., HY-History) and now he/she will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

1. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
2. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with __900 numbers must be evaluated individually and are not automatically transferable.
3. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
4. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

Common Course Numbering System

The common course numbers are identified in the course listings throughout this catalog. Conversion tables from old numbers to common course numbers

are available from the Registrar's office to assist students in understanding the system.

Under the Common Course System all courses are coded with a three alphabet prefix (e.g., PHI—Philosophy). All courses have a four number identifier. The first digit is assigned by Broward Community College. The second digit is assigned by the discipline task force. The third and fourth digits are used to indicate level of complexity of courses and to indicate sequencing of courses.

Example:

COMMON COURSE NUMBERING

ENG 1103 Composition **3 semester hours**

Training in methods of expository writing and processes of logical thinking. Prerequisite: A minimum score of 60 in English on the Florida 12th Grade Placement Test and a minimum average score in high school English of 2.0, or successful completion of ENC 0026 with successful completion of REA 1105 or registration for REA 1105 the same term as ENC 1103, or counselor approval.

The Appropriations Act passed by the 1976 Session of the Florida Legislature states that it is declared a high priority that the common course numbering system be completed and that a plan for its maintenance be developed. The Commissioner of Education, School Districts, and Community Colleges were directed to provide support and allocate manpower resources within the staffs as required to implement the common course numbering system within the following time schedule:

Fall term 1976-77: Effective date for automatic transferability of all community colleges and university undergraduate courses to the extent that each course numbering discipline format has been finalized, except as otherwise specified by the statewide numbering policy council.

Winter term 1976-77: Effective date for the automatic transferability of all community college and university undergraduate courses, except as otherwise specified by the statewide course numbering policy council.

March 31, 1977: Completion of course equivalency profiles for all undergraduate courses identified as undergraduate and those courses identified as both undergraduate and graduate by various institutions.

The above schedule reflects legislative intent that all institutional catalogs published for use during the 1979-80 school year the common course numbering system prefixes and numbers shall have priority.

The Common Course Numbering System provides a common classification system for all disciplinary and interdisciplinary categories and subcategories based on the professional judgment of the faculties in the given discipline areas. It provides a basis for a complete and accurate inventory of all postsecondary programs and courses. Such an inventory does not now exist. It provides a common communicative device for facilitating communications among all sectors of postsecondary education, and between postsecondary education and the several publics upon which it impinges. It provides within each discipline a forum for statewide articulation which is unparalleled in postsecondary education. Articulation is achieved through the combined efforts of the faculty colleagues within the discipline, both on the task force and in the institutional departments. It facilitates the task of students and parents seeking to ascertain and to compare the nature and scope of institutional programs.

The Common Course Numbering System is designed to minimize the frustration of students resulting from institutional errors in transcript evaluation, program planning, and advising. It increases the effectiveness and efficiency of admissions officers, faculty and staff development personnel, placement and follow-up personnel, and business officers. It provides faculty within each discipline a communicative device for identifying any lack of continuity between community college offerings and preparation and university requirement.

Course Descriptions

Course Prefixes Listed Alphabetically by Department

The following is an alphabetical cross-listing of departments and/or programs under which courses are offered, and the current Broward Community College prefix used in those areas of study. Departments are listed alphabetically in the following section.

Department

Accounting. . . .ACC, BAN, HFT
Aerospace. . . .ASC, ATF, ATT, AVM
Air Conditioning & Refrigeration. . . .ETD, ETM
Anthropology. . . .ANT
Architectural Technology. . . .ARC
Art. . . .ARE, ARH, ART, IND
Astronomy. . . .AST
Banking. . . .BAN
Biology. . . .APB, BOT, BSC, OCB, PCB, STD, ZOO
Business Law. . . .BUL
Chemistry. . . .CHM
Communications for Second Language Students. . . .ESL
Continuing Education for Nurses. . . .NUR, RET
Contracting & Civil Engineering. . . .BCN, ETC, ETD, ETE, ETG, EVS
Cooperative Education. . . .COE, MAN, SES, STD
Criminal Justice. . . .CCJ, CJT
Data Processing Technology. . . .CAP, CDA, COC, COP, CRM
Dental Assisting Technology. . . .DEA, DES
Diagnostic Ultrasound Program. . . .SON
Dietetic Technician. . . .DIE, FOS, FSS, HCA, HFT
Economics. . . .ECO
Education. . . .EDF, EEC, EME
Electrical Engineering Technology. . . .ETE
Electronic Technology. . . .CDA, ETD, ETE
Emergency Medical Technology. . . .EMT
Engineering Technology. . . .EGN
English. . . .AML, CRW, ENC, ENG, ENL, LIT
Fashion Merchandising. . . .MKA
Finance. . . .FIN
Fire Science. . . .FFP
French. . . .FRE, FRW
Geography. . . .GEA, GEO
Geology. . . .GLY
German. . . .GER, GEW
History. . . .AMH, EUH, HIS, LAH, REL, WOH
Home Furnishings. . . .MAR, MKA
Honors Program. . . .IDS
Hotel-Restaurant-Institution Administration. . . .FOS, FSS, HFT
Health, Physical Education & Recreation. . . .DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET
Insurance. . . .ACC, ECO, FIN, MAN, RMI
Journalism. . . .ADV, JOU, MMC
Landscape Technology. . . .FRC, HOS, ORH, PLS, PMA, SOS
Management. . . .MAN, GEB
Marketing Management. . . .MAR, MKA
Math. . . .MAC, MAP, MAS, MAT, MGF, MTB
Medical Assisting Technology. . . .MEA
Medical Laboratory Technology. . . .MLS
Military Science. . . .MIS
Music. . . .MUE, MUH, MUL, MUN, MUO, MUR, MUT, MVB, MVK, MVO, MVP, MVS, MVV, MVW
Nursing. . . .NUU, NUR
Nutrition. . . .DIE
Office Careers. . . .ACC, BTE, LEA, MAN, MTB, REE, SES
Pest Control Technology. . . .ENY, PMA
Pharmacology. . . .APB
Philosophy. . . .PHI
Physical Therapy Assistant Technology. . . .PHT
Physical Science. . . .PSC
Physics. . . .PHS, PHY
Political Science. . . .INR, POS, PSC
Pollution Prevention & Control Technology. . . .EVS
Psychology. . . .CLP, DEP, INP, PSY, SOP
Public Administration. . . .FIN, MAN, PAD, URP
Purchasing. . . .MAR
Radiation Therapy Technology. . . .RAT
Radiologic Technology. . . .NMT, RTE
Reading. . . .REA
Real Estate. . . .REE, MAN
Religion. . . .HEB, REL
Respiratory Therapy. . . .APB, RET
Russian. . . .RUS
Sociology. . . .MAF, SOC
Spanish. . . .SPN, SPW
Special Services. . . .ENC, ISC, MAT, REA, SPC, STD
Speech. . . .LIN, ORI, RTV, SPA, SPC
Statistics. . . .STA
Theatre. . . .THE, TPA, TPP
Tourism Industries Administration Program. . . .HFT
Traffic Management. . . .TRA
Veterinary Medical Assisting. . . .MEA

Course Prefixes By Department

The following is an alphabetical listing of Broward Community College's current course prefixes with the area of study under which they may be found. Departments are listed alphabetically in the following section.

Prefix	Department
ACC	Accounting
ACC	Office Careers
ACC	Insurance
ADV	Journalism
AMH	History
AML	English
ANT	Anthropology
APB	Biology
APB	Pharmacology
APB	Respiratory Therapy
APB	Biology
ARC	Architecture
ARE	Art
ARH	Art
ART	Art
ASC	Aerospace
AST	Astronomy
ATF	Aerospace
ATT	Aerospace
AVM	Aerospace
BAN	Accounting
BAN	Banking
BCN	Contracting & Civil Engineering
BOT	Biology
BSC	Biology
BTE	Office Careers
BUL	Business Law
CAP	Data Processing
CCJ	Criminal Justice
CDA	Data Processing
CDA	Electronic Technology
CHM	Chemistry
CJT	Criminal Justice
CLP	Psychology
COC	Data Processing
COE	Cooperative Education
COP	Data Processing
CRM	Data Processing
CRW	English
DAA	Health, Physical Education & Recreation
DEA	Dental Assisting
DEP	Psychology
DES	Dental Assisting
DIE	Nutrition

DIE ....Dietetic Technician
ECO....Economics
ECO....Insurance
ECO....Banking
EDF....Education
EEC....Education
EGN....Engineering
EME ...Education
EMT....Emergency Medical Technology
EMT....Nursing
ENC....English
ENC....Special Services
ENG....English
ENL....English
ENY....Pest Control Technology
ESL ....Communications for Second Language Students
ETC ....Contracting & Civil Engineering
ETD ....Air Conditioning & Refrigeration
ETD ....Contracting & Civil Engineering
ETD ....Electronic Technology
ETE ....Contracting & Civil Engineering
ETE ....Electrical Engineering
ETE ....Electronic Technology
ETG ....Contracting & Civil Engineering
ETM....Air Conditioning & Refrigeration
EUH ...History
EVS ....Contracting & Civil Engineering
EVS ....Pollution Prevention & Control
FFP ....Fire Science
FIN ....Finance
FIN ....Insurance
FIN ....Public Administration
FOS ....Dietetic Technician
FOS ....Hotel/Restaurant/Institution Administration
FRC ....Landscape Technology
FRE ....French
FRW....French
FSS ....Dietetic Technician
FSS ....Hotel/Restaurant/Institution Administration
GEA....Geography
GEB ...Management
GEO ...Geography
GER....German
GEW ...German
GLY....Geology
GMS....Nursing
HCA....Dietetic Technician
HEB....Religion
HES....Health, Physical Education & Recreation
HFT....Accounting
HFT....Engineering
HFT....Dietetic Technician
HFT ...Hotel/Restaurant/Institution Administration
HFT....Tourism Industries Administration
HIS.....History
HOS....Landscape Technology
HUN ...Nutrition
IDS.....Honors Program
IND ....Interior Design
INP ....Psychology
INR ....Political Science
ISC ....Special Services
ITA.....Italian
JOU....Journalism
LAH....History
LEA....Office Careers
LEI.....Health, Physical Education & Recreation
LIN ....Speech
LIT.....Religion
LIT.....English
MAC ...Math
MAF ...Sociology
MAN ...Management
MAN ...Cooperative Education
MAN ...Real Estate
MAN ...Insurance
MAN ...Office Careers
MAN ...Public Administration
MAP ...Mathematics
MAR ...Marketing Management
MAR ...Advertising
MAR ...Purchasing
MAR ...Home Furnishings
MAS....Mathematics
MAT ...Mathematics
MAT ...Special Services
MEA ...Medical Assisting
MEA ...Veterinary Medical Assisting
MGF ...Mathematics
MIS ....Military Science
MKA ...Marketing Management
MKA ...Fashion Merchandising
MKA ...Home Furnishings
MLS....Medical Laboratory Technology
MMC ...Journalism
MTB....Office Careers
MTB....Mathematics
MUE ...Music
MUH Music
MUL ...Music
MUN ..Music
MUO ...Music
MUR ...Music
MUT ...Music
MVB ...Music
MVK ...Music
MVO ...Music
MVP ...Music
MVS....Music
MVV ...Music
MVW ...Music
NMT ...Radiologic Technology
NTR....Nutrition
NUR ...Nursing
NUU ...Nursing
OCB....Biology
ORH....Landscape Technology
ORI ....Speech
ORI ....Theatre
PAD....Public Administration
PCB ....Biology
PCO....Psychology
PEL ....Health, Physical Education & Recreation
PEM....Health, Physical Education & Recreation
PEN....Health, Physical Education & Recreation
PEO....Health, Physical Education & Recreation
PEP ....Health, Physical Education & Recreation
PEQ....Health, Physical Education & Recreation
PET ....Health, Physical Education & Recreation
PHI ....Philosophy
PHS ....Physics
PHT....Physical Therapist Assistant
PHY....Physics
PLS ....Landscape Technology
PMA ...Landscape Technology
PMA ...Pest Control Technology
POS ....Political Science
PSC ....Physical Science
PSC ....Political Science
PSY ....Psychology
RAT....Radiation Technology
REA....Reading
REA....Special Services
REE ....Real Estate
REE ....Office Careers
REL ....Religion
REL ....History
RET ....Respiratory Therapy
RET ....Nursing
RMI ....Insurance
RTE ...Radiologic Technology
RTE Radiation Therapy
RTV ....Speech
RUS ....Russian
SES ....Office Careers
SES ....Cooperative Education

SOC ....Sociology
SON ....Diagnostic UltraSound
SOP ....Psychology
SOS ....Landscape Technology
SPA ....Speech
SPC ....Speech
SPC ....Special Services
SPN ....Spanish
SPW ....Spanish
STA ....Statistics
STD ....Biology
STD ....Cooperative Education
STD ....Special Services
THE ....Theatre
TPA ....Theatre
TPP ....Theatre
TRA ....Traffic Management
URP ....Public Administration
WOH ...History
ZOO ....Biology

ACCOUNTING COURSES

ACC 1886 Medicare Cost Reimbursement — **3 semester hours**

A study of the legal requirements for medicare reimbursement including the eligibility and necessary reports, the principles of cost reimbursement and regulations. Stresses practical application of completing required forms for reimbursement.

ACC 1887 Credit Union Accounting — **3 semester hours**

This course is a study of the basic principles and practices of accounting for credit unions using credit union forms, etc. The last part of the course will cover credit union auditing, principles and procedure.

ACC 2002 Principles of Accounting I — **3 semester hours**

Introductory study of the fundamental principles of recording financial data and reporting of financial activities as applied to individual proprietorships.

ACC 2021 Principles of Accounting II — **3 semester hours**

A continuation of ACC 2002, with emphasis on accounting for corporations, control, and decision making. Includes material on cost accounting, special reports, and statement analysis. Prerequisite: ACC 2002 with a grade of C or better.

ACC 2109 Intermediate Accounting I — **3 semester hours**

A systematic and in-depth consideration of the financial statements and underlying records. Special attention is given to the elements composing working capital, cash receivables, inventories, current liabilities, and investments in stock, bonds, and funds. Prerequisite: ACC 2021 with a grade of C or better.

ACC 2149 Intermediate Accounting II — **3 semester hours**

A continuation of ACC 2109 with extensive coverage of non-current assets and liabilities, stockholders' equity, and analytical processes. Topical presentation includes plant and equipment, intangibles, long-term debt, paid-in capital, retained earnings, funds and cash flow, statement analysis, and related subsidiary issues. Prerequisite: ACC 2021 with a grade of C or better. Offered on demand.

ACC 2409 Cost Accounting — **3 semester hours**

A study of the relationship of the cost accounting to the control and decision-making functions of management. A review and an overview of accounting for costs precede the detailed consideration of product costing. Costs are classified and analyzed in terms of materials, labor and overhead for both job order and process cost systems. Prerequisite: ACC 2021 with a grade of C or better.

ACC 2509 Income Tax I — **3 semester hours**

Principles of federal income taxation applicable to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared.

ACC 2529 Income Tax II — **3 semester hours**

A continuation of ACC 2509 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample returns will be prepared.

BAN 2210 Analyzing Financial Statements — **3 semester hours**

Basic considerations in statement analysis; details of financial statements; basic ratios; analysis of internal comparison; analysis by external comparison; consolidated statements; budgets and projections.

HFT 2430 Accounting for Travel Agents — **3 semester hours**

A study of the basic principles and practices of accounting for travel agencies with application for managerial decisions.

AEROSPACE TECHNOLOGY

ASC 1010 History of Aviation

A survey of aviation from its beginning to the present age. Major emphasis is on both the aviation industry in the U.S. and the Government's regulation of it. Lesser emphasis is on technological and military developments. Upon completion the student can identify significant acts and developments that brought the U.S. to its present state.

ASC 1100 Navigational Science I — **3 semester hours**

The use of computers in the solution of basic navigation problems, aeronautical charts, pilot techniques. An introduction to the use of the airman's information manual and radio navigation aids.

ASC 1210 Meteorology — **3 semester hours**

A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Analysis and use of weather data; interpretation of the U.S. Weather Bureau maps, reports and forecasts. Prerequisite: ATT 1100, or private pilot's license.

ASC 1550 Aerodynamics — **3 semester hours**

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight. Operational considerations of controllable pitch propellers retractable gear, weather, and precision maneuvers. Prerequisite: ATT 1100 or pilot's license.

ASC 1610 Aircraft Engines, Structures, and Systems — **3 semester hours**

Aircraft engine types and theory of operation. Theory, materials and construction methods of aircraft structures. Operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: ATT 1100 or private pilot license.

ASC 2110 Navigation Science II — **3 semester hours**

Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. The use of radio as a primary air navigation means. The use of sectional charts, enroute low altitude charts and the airman's information manual. Prerequisite: ASC 1100 or a private pilot's license. MTB 1334 and MTB 1344, or MAC 1132 and MAC 1133.

ASC 2870 Aeronautical Science Safety — **3 semester hours**

Provides knowledge of how aerial flight affects the human body, and actions that can be taken to minimize adverse effects. A detailed study of Federal Aviation Regulations and their pertinence to safety of flight. Emphasis on structure and operation of air navigation system, including facilities and services available for safe conduct of flight.

ATF 1100 Primary Flight — **3 semester hours**

This course provides the flight training and experience required by the FAA for a private pilot certificate. As a minimum it will provide the training required by par. 3 and 4 of appendix A to part 141 of the FAR. It will consist of a minimum of 50 flying hours, no more than 5 of which may have been in an FAA approved pilot ground trainer. Corequisite: ATT 1100 and ASC 1100.

Fee: See section on student fees under general information in the catalog.

ATF 2201 Intermediate Flight **3 semester hours**
This course continues the training and experience begun in primary flight, and together with ATF 2202 and ATF 2306 provides the aeronautical experience required to qualify for the FAA commercial pilot certificate with instrument rating. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: ATF 1100 or POI. Fee: See section on student fees under general information in this catalog.

ATF 2202 Advanced Flight **3 semester hours**
This course continues the training and experience of intermediate flight. Together with ATF 2201 and ATF 2306 it provides the aeronautical experience required for the FAA commercial pilot certificate with instrument rating. During this course the student achieves qualification in high performance aircraft. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer, and will provide the instruction and practice required by par. (B)(3) and 3 (C)(3) of Appendix D to part 141 of the FAR. Prerequisite: ATF 2201 or POI. Fee: see section on student fees under general information in this catalog.

ATF 2306 All Weather Flight **3 semester hours**
This is the final of the series of courses designed to provide the aeronautical experience for a FAA commercial pilot certificate with instrument rating. As a minimum it will provide the aeronautical experience, flying hours, and cover the subject matter specified in par. 3 of appendix C to Part 141 of the FAR. In order to receive credit for this course the student must have accumulated a total of at least 190 hours of flight training, no more than 40 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: ATF 2202 or POI. Fee: see section of student fees under general information in this catalog.

ATF 2400 Multi-Engine Transition **1 semester hour**
A minimum of nine hours of dual flight instruction, one hour of solo flying, and five hours of oral instruction covering training in operation of multi-engine airplanes. Students must obtain FAA multi-engine rating in order to receive credit. Prerequisite: private pilots certificate. Fee: See section on student fees under general information in this catalog.

ATF 2500 Flight Instructor Training **2 semester hours**
The flight and ground instruction to train a commercial pilot to be a flight instructor. Consists of the number of dual and solo flying hours, and oral instruction required in each case to qualify the individual for an FAA flight instructor certificate. In no case less than a total of 25 flying hours. Students must get FAA certificate in order to receive credit for the course. Prerequisite: commercial pilot certificate. Fee: see section on student fees under general information in this catalog.

ATT 1100 Aeronautical Science **3 semester hours**
The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent federal aviation agency regulation. An introduction to meteorology, both weather phenomena and reading and understanding teletype weather data and weather maps.

ATT 2120 Instrument Flight Theory **3 semester hours**
Physiological factors involved with instrument flying. The functioning of basic flight instruments and their use in controlling aircraft under instrument conditions. Electronic aids and their use. Communications facilities and equipment. The airways system, air traffic control facilities and procedures as related to instrument flight. Flight planning, enroute charts, area charts, SID charts, STAR charts, instrument approach procedure charts. Prerequisite: ASC 2110 or commercial pilot's license.

ATT 2600 Flight Simulator Training **1 semester hour**
A total of 15 hours of training in a flight simulator. Material covered includes: basic instruments, VOR procedures, ADF procedures. The course should normally be taken with ATF 2202 or ATF 2306. Fee: see section on student fees under general information in this catalog. Offered at Ft. Lauderdale Hollywood International Airport, and Ft. Lauderdale Executive Airport.

ATT 2890 Directed Studies in Air Traffic Control **3 semester hours**
This course is available only to air traffic control students participating in a cooperative education program with the Federal Aviation Administration. Students will be prepared for and take the employer indoctrination course, control tower operator, and the limited aviation-weather reporting examinations. Credit will be based on examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department.

AVM 2410 Airport Management **3 semester hours**
Compliance with federal requirements and cooperation with federal supporting agencies. Acquisition and direction of ground support activities. Organization and development of facilities and space utilization. Service and sales. Fixed and operating costs and other financial considerations.

AVM 2510 Air Carrier Management **3 semester hours**
A study of federal laws concerned with air transportation. Organizational and financial considerations of the corporate body. Equipment handling and its economic usage. Aircrew scheduling and personnel management. Maintenance and other ground support activities. The profit motive and its relationship with fixed and operating costs.

AVM 2515 Airline Marketing **3 semester hours**
An analysis of markets suitable to air transportation. The psychology of salesmanship. Economic considerations of delivery schedules and their relationships to personnel costs and customer inventories. Passenger-mile costs and ton-mile costs and their bearing on profits. Operation of travel agencies and freight forwarding companies and their relationships with scheduled airlines.

AIR CONDITIONING AND REFRIGERATION

EDT 1501C Air Distribution Drafting **1-3-3 semester hours**
This course applies the techniques of duct sizing and air distribution studied in ETM 1310C. Practical layout of ducting and piping systems and use of industry standards will be presented. Selection and sizing of components will be included.

ETM 1231C Heat Transfer **3-1-4 semester hours**
Basic heat transfer is studied in steady state and nonsteady state conditions. The study of conduction through composite sections and circular cross sections is emphasized. Film coefficients, conductivity, convection (forced and natural) and their effect on heat transfer is discussed. Special emphasis is on building construction heat transfer coefficients and calculation

of total effective temperature difference. Prerequisite: MTB 1334 or MAT 1033.

ETM 1310C Fluid Dynamics 3-1-4 semester hours
This course is the study of the flow of fluids and gases. Fan laws, pump laws, velocity, turbulent, nonturbulent and uniform flow and the effects of temperature, density and viscosity on fluid flow are studied. Duct sizing, pipe sizing and special emphasis on refrigeration pipe sizing, velocity pressure, static pressure and pressure drop are included. Prerequisite: MTB 1334 or MAT 1033.

ETM 1610 Introduction to Air Conditioning 3-0-3 semester hours
This course covers the basic science required in the study of air conditioning and refrigeration. The concepts of heat, temperature, heat transfer by radiation, conduction and convection, absolute properties of pressure and temperature are discussed. Psychometric properties of air, fluid flow, and basic refrigeration machinery pumps and blowers are studied. The course acquaints the student with areas that he/she will study in depth later. Prerequisite or corequisite: MAT 1013 or MTB 1334.

ETM 2673C Estimating and Systematic Trouble Analysis 2-2-3 semester hours
Estimation of job costs from plans and specifications. Previous design projects for cost estimation will be used whenever possible. Determination of system malfunction from design considerations and also mechanical system malfunctions analysis using instrumentation and intuitive reasoning. Prerequisite: ETD 1501; ETM or recommendation of Air Conditioning Technology Department.

ETM 2723 Centrifugal Refrigeration 3-0-3 semester hours
Use of centrifugal refrigeration for large building and industrial refrigeration systems. Types of systems for economical usage, consideration of high velocity, dual duct systems, controls and mixing boxes are included.

ETM 2740 Control Systems 3-0-3 semester hours
Theory and operation of control used in refrigeration and air conditioning systems. Determination of control media and measurement of temperature pressure, flow in closed and open loop system. Theory of basic servomechanisms and description of electrical, electronic and pneumatic systems are included. Prerequisites: ETM 2750.

ETM 2750C Air Conditioning System Design 1-3-3 semester hours
Selection of system components used in the mechanical systems of buildings. Calculation of building heat loads, sizing of ducts and piping based upon actual construction projects. The needs of the occupants of the building and the economics of alternate systems are considered. Prerequisite: ETD 1501, ETM 1310C.

ETM 2905C Design Project 1-4-3 semester hours
This course is a directed independent study project. The objective is to allow students as much freedom as possible in selection of an air conditioning problem or project. Visits to job sites, collecting of manufacturer's information and literature research will be included. Prerequisite: all required AIC courses.

ANTHROPOLOGY

ANT 2000 Introduction to Anthropology 3 semester hours
An introductory study of the evolution and cultural development of man, his customs, his social organization, and his institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken by anthropologists. Meets area 3 or 5 AA degree general education requirements.

ANT 2100 Intro to Archaeology 3 semester hours
A study of man's past based upon archaeological evidence and the methods used to procure it. Prerequisite: ANT 2000.

ANT 2211 Intro to World Ethnology 3 semester hours
A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Prerequisite: ANT 2000.

ANT 2310 Introduction to the North American Indian 3 semester hours
A survey of the North American Indian tribes. Prerequisite: ANT 2000.

ANT 2511 Introduction to Physical Anthropology 3 semester hours
A study of the biological origins of man, focusing upon human evolution, race, primatology and population genetics.

ANT 2905 Independent Study Anthropology 3 semester hours
A directed study course in the behavioral sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Department Head of the Behavioral Sciences Department via an instructor with whom he/she wants to work. Prerequisite: To be ascertained by the instructor and Department Head.

ANT 2911 Anthropology Field School I 1 semester hour
A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and/or laboratory projects. Prerequisite: Permission of the instructor or when taken in conjunction with archaeology.

ANT 2912 Anthropology Field School II 2 semester hours

ANT 2913 Anthropology Field School III 3 semester hours

ARCHITECTURAL TECHNOLOGY

ARC 1120 Architectural Drafting I 1 semester hour
This course offers the student basic knowledge of architectural drawing with emphasis placed on residential construction and building techniques. Methods of showing plans, elevations, sections, riser diagrams, dimensioning are covered. Zoning and local building codes are studied. Must be taken concurrently with ARC 1121L.

ARC 1121L Architectural Drafting I Lab 2 semester hours
Will give the student an opportunity to put into practice those basic essentials of residential design and construction. Reproduction techniques utilized by local architects will be experienced by the student throughout this lab, also student visitation to local architectural offices will be included to better familiarize the student with practices and techniques employed by the architectural profession. Must be taken concurrently with ARC 1120.

ARC 2020C Architectural Communications I — 3 semester hours

Introduction to the theory and practice of perspective drawing and presentations. Develop techniques, language, graphics and models with exercises in graphic representation of space. The study of light, shades and shadows as they affect architectural forms is also emphasized.

ARC 2021C Architectural Communications II — 3 semester hours

Emphasis is given to refinement of perspective drawing techniques. Specialized methods of presentations such as multi-media, photographic techniques and rendering methods are covered. Introduction of planning and design by participating in projects involving form, mass, nature and space. Prerequisite: ARC 2020.

ARC 2031L Architectural Design I — 3 semester hours

Basic studies in the components of architecture, relating principles of design and solutions from research data obtained by the students. Prerequisite: ARC 2021.

ARC 2032L Architectural Design II — 3 semester hours

Improving perception and awareness of problems related to design and environment of architectural order. Prerequisite: ARC 2031.

ARC 2122 Architectural Drafting II — 1 semester hour

Methods and techniques used in commercial buildings will be emphasized with special attention directed to prestressed-precast concrete beams and structural steel members. Commercial parking and zoning as required by local codes are studied. Prerequisite: ARC 1120. Must be taken concurrently with ARC 2122L.

ARC 2122L Architectural Drafting II Lab — 2 semester hours

Will give the student an opportunity to put into practice those basic essentials of commercial design and construction. Reproduction techniques, utilized by local architects, will be experienced by the student throughout this lab. Must be taken concurrently with ARC 2122.

ARC 2140C Design and Construction — 3 semester hours

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include building of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

ARC 2154 Architectural Drafting III — 1 semester hour

This course offers the student basic fundamentals and techniques of high rise construction. Special emphasis is placed on air conditioning, elevators, refuse disposal, parking and lancscape. Prerequisite: ARC 2122. Must be taken concurrently with ARC 2154L.

ARC 2154L Architectural Drafting III Lab — 2 semester hours

Will give the student an opportunity to put into practice those basic essentials of high rise design and construction. Reproduction techniques, utilized by local architects, will be experienced by the student throughout this lab. Must be taken concurrently with ARC 2154.

ARC 2230 Introduction to Specifications — 3-0-3 semester hours

Introduction to specifications is intended to provide a general emphasis on basic specifications writing procedures and techniques including the reasons for specifications in construction projects, the project manual, reference sources, relationship of specifications and drawings, bidding requirements, the agreement, conditions of the contract as well as the specifications writer in construction.

ARC 2231 Specifications Writing Principles — 3-0-3 semester hours

Specifications writing principles is intended to provide the student with a clear understanding of specifications. Writing techniques and style including word usage, avoiding ambiguity, punctuation, methods of specifying, organizations, reproduction methods, C. S. I. format, and section and page style formats.

ARC 2783 Seminar in Architecture, Design and History — 3 semester hours

A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.

ARC 2784 Seminar in Architecture, Design and History — 6 semester hours

A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.

ART

ARE 2252 Recreational Arts and Crafts — 3 semester hours

This course is designed to give the student maximum practical experience in creative crafts projects and to provide the opportunity to master the techniques of teaching these projects to varying age groups in a number of recreation settings. The student should be exposed to many types of arts and crafts projects. Fee $5.00.

ARH 2000 Art Appreciation — 3 semester hours

A course considering form and content in western world art, emphasizing historical aspect so that students may become aware of how and why a work is created and its resulting contribution to their culture. Meets area 2 or 5 AA degree general education requirements.

ARH 2050 Art History I — 3 semester hours

Survey and analysis of the western history of art. Architecture, painting, sculpture and crafts from paleolithic times through the Renaissance.

ARH 2051 Art History II — 3 semester hours

Study of styles from post-renaissance mannerist period to the present, stressing development of contemporary artistic concepts.

ARH 2004 Appreciation of Oriental and Primitive Art — 3 semester hours

General overview of oriental and primitive art: Chinese, Japanese, African, Pre-Colombian, American Indian. The course will consider the historical effects on artistic styles. Motivation, form and content in art will be emphasized so students will become familiar with non-western art. Prerequisite: ARH 2000.

ART 1201C Design I — 3 semester hours

Two dimensional study of form, fundamental principles and the elements of design for all creative work in visual arts. Six studio hours weekly.

ART 1202C Design II — 3 semester hours

Three dimensional study of form, fundamentals,

principles, and elements of design. Six studio hours weekly. $5.00 fee.

ART 1300C Beginning Drawing **3 semester hours**
Landscape and still life composition in charcoal, ink, and other media. Six studio hours weekly.

ART 1330C Life Drawing **3 semester hours**
Human and animal forms using various media. Laboratory fee $18.00. Six studio hours weekly. Prerequisite: ART 1300C.

ART 2100C Crafts—Woods, Metals, and Plastics **3 semester hours**
Course offers experience with wide range of materials, adaptable to various levels of education. Design emphasis in plastic, woods, copper, silver, and enameling. Laboratory fee $5.00. Six studio hours weekly. Prerequisite: ART 1202C.

ART 2110C Ceramics **3 semester hours**
Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee $20. Six studio hours weekly. Prerequisite: ART 1202C.

ART 2150C Jewelry Design **3 semester hours**
An exploration of basic techniques and processes necessary to execute well designed jewelry. Six studio hours weekly. Prerequisite: ART 1202C. Fee: $20.

ART 2181 Design for Reproduction **3 semester hours**
Introduction to the theory of offset and letter press reproduction and designing for 1, 2, 3, and 4 color printing. Six studio hours weekly. Prerequisite: ART 1201C, ART 2231C.

ART 2205C Color and Composition **3 semester hours**
A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact. Six studio hours weekly.

ART 2231C Advertising Design **3 semester hours**
Design as applied to modern advertising techniques and media. Layout and preparation of samples for mass production: Magazine, direct mail, poster, packaging, and display. Six studio hours weekly. Prerequisite: ART 1201C.

ART 2253C Illustration **3 semester hours**
Design of illustration for use in a wide range of publications including fiction and non-fiction, fashion, merchandise, and interiors. Six studio hours weekly. Prerequisites: ART 1201C, ART 2231C.

ART 2270C Design for the Corporate Image **4 semester hours**
Design as applied to the development of the corporate image. Preparation of a total graphic package for a corporation: Publications, signage, packaging, product, and T.V. commercial. Eight studio hours weekly. Prerequisite: ART 1201C, ART 2231C.

ART 2272C Design for Television **3 semester hours**
Exploration of media and techniques suitable for use in television including: storyboard, camera and drop cards, animation, set design, slide visuals, editing and studio vocabulary. Six studio hours per week. Prerequisites: ART 1201C, ART 2231C.

ART 2280C Lettering **2 semester hours**
A course of study involving lettering, calligraphy, and design problems related to lettering. Four studio hours weekly. Prerequisite: ART 1201C.

ART 2401C Print Making I **3 semester hours**
A study of processes and techniques in serigraphy and intaglio printing. Laboratory fee $20.00. Six studio hours weekly. Prerequisites: ART: 1300C, 1201C.

ART 2402C Printmaking II **3 semester hours**
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee $20.00. Six studio hours weekly. Prerequisites: ART 1300C, 1201C.

ART 2520C Painting **3 semester hours**
Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: ART 1300C, 1201C.

ART 2560C Watercolor **3 semester hours**
A creative exploration of watercolor techniques and media both past and present with an emphasis on composition. Six studio hours weekly. Prerequisite: ART 1201.

ART 2600C Photography I **3 semester hours**
Basic procedures of black and white still camera work, developing, and printing. Emphasis is on intensifying visual perception and on the analysis of photographs as art and record. Laboratory fee $10.00, (student will supply 35mm camera, film, and paper). Class limited to fifteen students. Prerequisites: ART 1201C and instructor approval. Six hours weekly.

ART 2630C Motion Picture Production I **3 semester hours**
Introduction to motion picture production procedures and techniques. The course will stress the following units of instruction: the film script as a production blueprint, the camera, film as a recording medium, laboratory practices, lighting techniques, editorial techniques, and sound recording and reproduction. Practical application through student projects. (2 hour lecture; 2 hour lab) Laboratory fee $20.00.

ART 2631C Motion Picture Production II **3 semester hours**
Advanced motion picture production procedures stressing the following units of instruction: the production crew, production management, set operations, advanced lighting and sound techniques, continuity, and post production procedures. Practical application through student projects. Prerequisite: ART 2630C (2 hour lecture; 2 hour lab) Laboratory fee $20.00.

ART 2650C Video Art **3 semester hours**
This course will be an introduction to video as an art form. Production procedures and techniques of electronic editing will allow students to produce their own tapes. The course will stress video as a general purpose toll for the artist to express an alternative to commercially produced television. Fee: $15.00.

ART 2701C Sculpture **3 semester hours**
Creative techniques in metal, wood, stone, and clay. Laboratory fee $5.00. Six hours weekly. Prerequisite: ART 1202C.

ART 2890 Seminar in Art I **1 semester hour**

ART 2891 Seminar in Art II **2 semester hours**

ART 2892 Seminar in Art III **3 semester hours**

ART 2893 Seminar in Art IV **4 semester hours**

ART 2894 Seminar in Art V **5 semester hours**

ART 2895 Seminar in Art VI **6 semester hours**
A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of Instructor.

ART 2905 Independent Study **3 semester hours**
A course designed to establish frame work for future self-learning. Each student will shape the course to fit

his/her needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: ART 1300C, 1201C, 1202C. Exceptions to prerequisites will be considered by the art Department Head.

ART 2910C Art Practicum **6 semester hours**
Independent study and research dealing with the students training assignment in art leading to a written report and/or research paper. Hours to be arranged with instructor and the Cooperative Education office.

ART 2610 Photography II **3 semester hours**
The application of the 35mm camera to specially directed individual projects. Emphasis is on the use of photography in documenting the social landscape. Each student project will be exhibited as a complete essay and will be used as a basis for critical discussion. Lab fee $10.00 (student will supply 35mm camera, film and paper). Class limited to 15 students. Six hours weekly. Prerequisite: ART 2600 (Photography I).

IND 1020L Interior Design I **3 semester hours**
An introductory course to develop the ability to design and plan interior space. Emphasis will be placed on perfecting skill and efficiency in drafting floor plans and elevations, as well as coordinating materials and furnishings in the design of an entire home. Prerequisite: None

IND 1200L Interior Design II **3 semester hours**
This course will emphasize problems in room and space planning and more advanced problems relating to the correlation of furnishings and other materials based on the principles of good, functional design. Prerequisite: ART 1020C.

IND 2210L Interior Design III **3 semester hours**
Projects will provide practice in planning interiors, both residential and commercial. The student will develop further competency in budgeting, specifications and presentations. Prerequisite: ART 1200C.

IND 2220L Interior Design IV **3 semester hours**
Advanced problems in interior planning, both commercial and residential. The perfection of all skills in designing and presentations will be stressed. Prerequisite: ART 2210C.

IND 1100 History of Interiors **3 semester hours**
This course will acquaint the student with period styles in interiors and furnishings as well as the architecture which influenced them, beginning with the Egyptian period and continuing the study of the historical development of interior design through the 20th Century.

IND 2420 Materials and Sources **3 semester hours**
This course will study materials and furnishings available to the Interior Designer in today's market.

ASTRONOMY

AST 1005 Astronomy I **3 semester hours**
Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly. Meets area 4a or 5 AA degree general education requirements.

AST 1006 Astronomy II **3 semester hours**
Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three hours weekly. Meets area 4a and 5 AA degree general education requirements.

AST 2031C Planetarium Education **3 semester hours**
Course for teachers and students of education. Study of the use of the planetarium in education. Various audio-visual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his/her own educational materials pertaining to audio-visual concepts in planetarium education. Acquaints student with the celestial sphere and planet position. Prerequisite: Instructor approval.

BANKING COURSES

BAN 1000 Financial Institutions **2 semester hours**
Banking structure, monetary roles of the federal reserve and treasury, the money market, financial aspect of corporate organizations, the financing of business, securities market, small business finance, farm credit institutions, capital markets.

BAN 1110 Principles of Bank Operations **3 semester hours**
The economic importance of banks; the receiving function; processing of cash items; bookkeeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system, banking and public service.

BAN 1140 Teller Operations **2 semester hours**
Customer service coins and currency, precautions in cashing checks, insurance of accounts, dividends on savings, interests on loans, emergency situations, responsibilities of a teller supervisor.

BAN 1150 Bank Public Relations and Marketing **3 semester hours**
Functional structure of bank public relations and marketing; marketing and opinion research; advertising; community relations; government relations; blueprint for a winning bank.

BAN 1300 Savings Account **2 semester hours**
Basic theory of savings, the contractual nature of savings accounts, classifications by ownership and by operation, insurance accounts, opening the savings account, policy regarding legal advice, earnings, withdrawals and services to savers.

BAN 1301 Savings Accounts Administration **2 semester hours**
The pooled capital concept, liquidity, management of liabilities, inactive or dormant accounts, garnishment and execution, amounts of decedents, savings activities at branch and agency offices.

BAN 1600 Introduction to Savings Association Business **2 semester hours**
History of savings association. Federal reserve system, federal home loan bank system, charters and regulations, securities markets investment processes, the housing environment.

BAN 1610 Savings and Loan Operations **3 semester hours**
The operation of various financial institutions are discussed in this course with special emphasis on the savings and loan association. The historical development of savings and loan associations, their special characteristics and organization are topics covered. The appraisal function of the savings and loan business and the savings program are included in the course.

BAN 1630 Savings & Loan Accounting I **2 semester hours**
Study of statement of conditions, statement of operations, general ledger, general journal, preparation of trial balances, closing procedures, subsidiary ledgers, control accounts, and source documents.

BAN 1631 Savings & Loan Accounting II 2 semester hours
Study of savings accounts, loans, accounts, mortgage and construction loans, payment on monthly installment loans, home improvement loans, and college education loans.

BAN 1720 Bank Management 3 semester hours
The nature and objective of banking, formulation of objectives and policies; organizational planning; management controls; managements and specific functions; the art of management.

BAN 2010 Federal Reserve System 3 semester hours
A study of the background of the federal reserve system. Monetary and fiscal policies, combating postwar inflation, domestic credit trends in the 1960's, federal reserve system and international monetary cooperation, working toward economic stability, etc.

BAN 2200 Credit Administration 3 semester hours
Discussion of policy; the bank credit department; sources of credit information; credit correspondence; unsecured and secured loans to customers; loans to small business; term loans; interbank loans; real estate loans; influence of the federal reserve system; opportunities and responsibilities of the bank lending officers.

BAN 2230 Bank Investments 3 semester hours
A study of the banks needs for primary reserves and loanable funds. It analyzes primary and secondary reserve needs, the source of reserves, and their random and cyclical fluctuations, showing the influence on investment policy. A study of yield changes as they affect long term holdings.

BAN 2240 Installment Credit 3 semester hours
Evolution of installment credit; investigation and the credit decision; inventory financing; rate structure and cost analysis in installment credit; servicing installment credit; special loan programs; advertising and business development; installment credit and your bank.

BAN 2250 Home Mortgage Lending 3 semester hours
Mortgage credit in the United States; structures of the mortgage market; development of mortgage portfolio; appraisal of property; mortgage loan servicing; management considerations in mortgage lending and portfolio management.

BAN 2303 Savings and Time Deposit Banking 3 semester hours
The role of savings in economy, motivation for saving, deposit-type savings, insurance-type savings, differences among savings institutions, interest rates and yields, characteristics of deposit-type savings institutions, etc.

BAN 2400 Trust Department Services 3 semester hours
Property and property rights; wills; settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; responsibilities of trustees; guardianships and personal agencies; other trusts and agencies; historical background of trust services and trust institutions.

BAN 2401 Trust Department Organization 3 semester hours
The nature of trust powers; organization of a trust department; executive and administrative activities of a trust department; equipment of a trust department; procedures for corporate trusts and agencies; procedures for investment of trust funds; management of real property and mortgages, tax work of a trust department; trust selling techniques; estate planning; trust costs and earnings; guiding principles of trust institutions; government supervision of trust business.

BAN 2500 International Banking 3 semester hours
The world of international banking; activities of the international department; foreign exchange; letters of credit and banker's acceptances; the businessman and international banking.

BAN 2620 Savings Association Lending 2 semester hours
Savings and loan mortgage plan, functions of loan department, loan applications, appraisals for financing, loan closing, F.H.A., V.A., housing for low income and elderly.

BAN 2724 Branch Bank Organization 3 semester hours
A study of branch bank organization; planning, staffing, directing and control; centralization or decentralization of management; the number of service departments based on size and projected rate of growth; profit accountability of the individual branch.

BIOLOGY

APB 1023 Integrated Science for Allied Health Technology I 2 semester hours
An integration of physical, chemical, and biological subjects presented in support of the allied health technician in training. General physics, general chemistry, and microbiology are introduced in sequence and coordinated with the allied health programs. Pre or corequisite APB 1150 or BSC 1010. Does not meet requirements for general education science.

APB 1150 Modern Principles of Biology 3 semester hours
Course designed to give students an understanding of modern principles of biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors. (See APB 1150L) Meets area 4a of 5AA degree general education requirements.

APB 1150L Modern Principles of Biology Laboratory 1 semester hour
Two hours of laboratory weekly which may be taken concurrently with APB 1150. For students planning to transfer where laboratory is required for science credit. This lab course must be taken as either a prerequisite or a corequisite to the BOT 1010 botany or the ZOO 1013 zoology. One two-hour period weekly. Fee $7.00.

APB 1191L Paramedical Science II Laboratory 1 semester hour
Laboratory experiments to accompany APB 1203, 1203L, and 1204. Prerequisite: APB 1023, APB 1150 (BSC 1010 as a substitute for APB 1150). One two-hour period weekly. Fee $7.00.

APB 1203 Integrated Science for Allied Health Technology II 2 semester hours
An introduction to human body parts, cells, tissues, and organ systems with continuing integration of subjects offered in APB 1023. Presented in support of allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Does not meet requirements for general education science.

APB 1203L Integrated Science for Allied Health TechnologyIII 2 semester hours
A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of

subjects offered in APB 1023. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Corequisite: APB 1191L. Does not meet requirements for general education science.

APB 1204 Integrated Science for Allied Health Technology IV **2 semester hours**
A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of subjects offered in APB 1023. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Corequisite: APB 1191L. Does not meet requirements for general education science.

BOT 1010 General Botany **3 semester hours**
Course designed to treat entire plant kingdom with emphasis on structure and function of flowering plants. Fundamental cell and tissue structure of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Three hours weekly. Pre or corequisite: APB 1150. Corequisite: BOT 1010L. Meets area 4a or 5 AA degree general education requirements.

BOT 1010L General Botany Laboratory **1 semester hour**
Laboratory experiments and field trips to accompany BOT 1010. Pre or corequisite APB 1150 and corequisite BOT 1010. One two-hour period weekly. Fee $7.00.

BSC 1010C Audiotutorial Biology **4 semester hours**
An introductory course combining lecture and lab and spanning the spectrum of contemporary biology from the topics of cells and cell chemistry to animal and plant structure and function to evolution and ecology. Each student is tutored by audiotape, text, film, and laboratory investigations with living organisms through a complete experience. This phase of the course is in continuous operation daily. Personal assistance is available. A scheduled conference period follows each unit of study. For non-majors this course provides a realistic impression of the life sciences and for majors a comprehensive overview of the field. Fee $7.00. Meets area 4a or 5 AA degree general education requirements.

OCB 2013 Principles of Marine Biology **3 semester hours**
Introduction to marine life involving identification of organisms and the nature of their environment. Collecting trips and laboratory study relate to economic applications. Prerequisite: BOT 1010-1010L and ZOO 1013-1013L or instructor approval. Corequisite: OCB 2013L. Meets area 4a or 5 AA degree general education requirements.

OCB 2013L Marine Biology Laboratory **1 semester hour**
Field trips and laboratory experiments to accompany OCB 2013. Prerequisite BOT 1010, 1010L and ZOO 1013-1013L or instructor approval. One two-hour period.

PCB 1050 Principles of Genetics **3 semester hours**
A course for non-science majors dealing with mendelian genetics and its application to humans. The course content would be of particular interest to allied health students and social science majors. All major human genetic defects will be studied in detail along with current research in chromosomes and DNA. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. A prerequisite of APB 1150 is suggested but not essential. Meets area 4a or 5 AA degree general education requirements.

STD 0311 (NT) Introduction to Natural Science **3 semester hours**
An elementary science course designed to improve skills of the student who has had difficulty understanding science. This course will help the student learn the language, and the framework of ideas in science and will increase the student's word meaning, idea grasping and reading ability. An assigned counselor's approval is required.

ZOO 1013 General Zoology **3 semester hours**
Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Pre or corequisite: APB 1150. Corequisite: ZOO 1013L. Meets area 4a or 5 AA degree general education requirements.

ZOO 1013L General Zoology Laboratory **1 semester hour**
Laboratory experiments and field trips to accompany ZOO 1013. Prerequisites or corequisite APB 1150L. One two-hour period weekly. Corequisite ZOO 1013. Fee $7.00.

BUSINESS LAW COURSES

BUL 1655 Social Security Law **3 semester hours**
The purpose of this course is to provide professional people with an understanding of their rights under Social Security. The course will concentrate on eligibility requirements, the insured status coverages, eligibility for dependents, death benefits, corporation officers and directors, and closed family corporations, Medicare, etc.

BUL 2111 Business Law I **3 semester hours**
A study of the basic principles of law and the application of these to business problems. It encompasses a discussion of legal rights and social forces, the legal relationships of government, business and society, the law of contracts, personal property, bailments, and sales.

BUL 2112 Business Law II **3 semester hours**
It includes a study of the legal principles covering commercial paper, creditors' rights and secured transactions, agency, employer-employee relationships, partnerships, corporations, and real property. Prerequisite: BUL 2111.

CHEMISTRY

CHM 1020 Chemistry For General Education **3 semester hours**
Non-laboratory course concerning the structure of matter and the transformation it undergoes. Designed for students who are non-majors and who do not require a year of general college chemistry in their programs. Credit will not be given for both CHM 1020 and CHM 1045. Meets area 4a or 5 AA degree general education requirements.

CHM 1034 Paramedical Science III **2 semester hours**
The science of chemistry directed towards an understanding of hypoxia, acid base balance and blood gasses. Metabolic processes underlying abnormalities

and compensation are stressed. The chemical effects of medications on acid base balance are calculated.

CHM 1045 General Chemistry I **3 semester hours**

First course in the three term sequence CHM 1045, 1046, 1047. Introduction to elementary principles of modern chemistry. Corequisite or prerequisite: MTH 1310 or two years of high school algebra with grade "C" or better. Credit will not be given for both CHM 1045 and CHM 1020. Meets area 4a or 5 AA degree general education requirements.

CHM 1046 General Chemistry II **3 semester hours**

Further development of the principles of modern chemistry introduced in CHM 1045 including the descriptive chemistry of familiar elements and their compounds. Prerequisite: CHM 1045. Corequisite: CHM 1046L. Meets area 4a or 5 AA degree general education requirements.

CHM 1046L General Chemistry Laboratory **1 semester hour**

Laboratory experiments to accompany CHM 1046. One three hour period weekly. Prerequisite: CHM 1045. Corequisite: CHM 1046. Fee $10.00.

CHM 1047 General Chemistry III with Qualitative Analysis **3 semester hours**

The third segment of the lecture sequence CHM 1045, 1046, 1047. Continued development of modern chemical principles. CHM 1047 and CHM 1047L completes requirements for general chemistry and are prerequisites to further chemistry courses. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 1047L.

CHM 1047L General Chemistry and Qualitative Analysis Lab **1 semester hour**

A qualitative analysis of selected ions and other appropriate experiments to accompany CHM 1047. One three hour period weekly. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 1047. Fee $10.00.

CHM 2210 Organic Chemistry I **3 semester hours**

First part of a two course sequence presenting the structures, preparation and reactions of various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. Three hours weekly. Prerequisite: CHM 1047 and CHM 1047L. Corequisite: CHM 2210L Meets area 4a or 5 AA degree general education requirements.

CHM 2210L Organic Chemistry Laboratory I **1 semester hour**

Organic laboratory experiments and preparations to accompany CHM 2210. One three hour period weekly. Prerequisites: CHM 1047 and CHM 1047L. Corequisite: CHM 2210. Lab Fee $15.00.

CHM 2211 Organic Chemistry II **3 semester hours**

Second of the two part organic chemistry course. A continuation of the study of aliphatic and aromatic compounds and their derivatives. Preparations, reactions, and the mechanisms involved are included. Three hours weekly. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211L. Meets area 4a or 5 AA degree general education requirements.

CHM 2211L Organic Chemistry Laboratory II **1 semester hour**

Appropriate experiments and preparations to complement CHM 2211. One three hour period weekly. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211. Lab Fee $15.00.

COMMUNICATION FOR SECOND LANGUAGE STUDENTS

ESL 1422 English Composition **3 semester hours**

A college composition course for the advanced student of English as a second language. Emphasizes logical thought and substantiation in various expository styles along with continued reinforcement of the mechanics of English. Prerequisite satisfactory completion of ESL 9106 or instructor recommendation.

ESL 9100 Phonetics of American English for Speakers of Other Languages **3 semester hours (university parallel)**

Designed to guide the student to mastery of basic English communicative skills. The approach is multisensorial involving listening, speaking, reading, and writing techniques of language acquisition, with prime emphasis on phonemic production and vocabulary acquisition.

ESL 9101 Conversational English for Speakers of Other Languages **3 semester hours (university parallel)**

Designed to guide the students toward acceptable pronunciation, phrasing, and intonation of oral American English through exercise material predicated upon the students' social and academic needs.

ESL 9105 English as a Second Language **6 semester hours (university parallel)**

An intensive course in beginning English for Speakers of Other Languages. Provides development in writing, classroom speaking, listening, and study skills.

ESL 9106 English as a Second Language **3 semester hours (university parallel)**

A course in intermediate English for Speakers of Other Languages. Provides development in writing, classroom speaking, and listening.

CONTINUING EDUCATION FOR NURSES

NUR 2290 Psychosocial Needs of Critically Ill Patients **1 semester hour**

This course concentrates on behaviors of critically ill patients and nursing interventions which can be employed to manage or reduce nontherapeutic behaviors. Special emphasis is placed on the construction of nursing care plans for patients with diseases which may cause psychosocial derangements.

NUR 2295 Intensive Care of Patients with Pulmonary Disorder **1 semester hour**

This course concentrates on the concepts of pulmonary anatomy and physiology, examination of the pulmonary system, pathological conditions and their management. Special emphasis is placed on acid base disturbances, air way maintenance, chronic lung disease, pulmonary emboli, and chest wounds.

NUR 2294 Intensive Care of Patients with Neurological Disease **1 semester hour**

This course concentrates on the concepts of neurological anatomy and physiology, examination of the neurological system, pathological conditions and their management. Special emphasis is placed on cerebral and spinal cord injuries and neurological disease entities.

NUR 2293 Intensive Care of Patients with Renal Problems **1 semester hour**

This course concentrates on the concepts of renal anatomy and physiology, examination of the renal

system, pathological conditions and their management. Special emphasis is placed on renal failure, fluids and electrolytes and renal dialysis.

NUR 2292 Intensive Care of Patients with Metabolic Disorder — **1 semester hour**

This course concentrates on pathological metabolic conditions and their management. Special emphasis is placed on physiology, diabetes, thyroid crisis, and adrenal crisis.

NUR 2291 Intensive Care of Patients Cardiovascular Disorder — **1 semester hour**

This course concentrates on the concepts of cardiac anatomy and physiology, examination of the cardiac system, pathological conditions and their management. Special emphasis is placed on cardiac catheterization, cardiogenic shock, pericarditis, myocardial infractions and cardiac surgery.

RET 2021 Concepts of Respiratory Therapy in Nursing — **3 semester hours**

Provides in-depth insight into the fundamentals of respiratory therapy. Relates respiratory therapy to total patient care emphasizing uses of therapeutic agents and equipment.

NUR 2242C Coronary Care Nursing — **9 semester hours**

A comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in the practice of his/her art. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for the development of individualized nursing care plans and for teaching and guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge, method, and technique. Developed by the Florida regional medical program as a standard coronary care course. Certificate awarded upon successful completion. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination for registered professional nurse.

EMT 1190 Emergency Medical Technician Review — **1 semester hour**

A twenty-hour course designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods, use of new equipment and changes in medico-legal aspects of emergency medical care.

EMT 2935 Paramedic Refresher Course — **3 credit hours**

A forty-hour course specifically designed to review and update the graduate paramedic. The course will consist of thirty-two hours of didactic and eight hours of clinical application through laboratory practicums. Emphasis will be equally distributed throughout the fifteen modules of the state approved U.S. Department of Transportation, National Training Course.

GMS 2931 Care of the Critically Ill Newborn — **4 credit hours**

Course content includes the differential diagnosis of and response to the major catastrophic conditions of the newborn infant. Emphasis is on the premature infant who is born in a level I or II facility. Course is taught out of phase.

CONTRACTING AND CIVIL ENGINEERING

BCN 1272 Building Construction Plans Interpretation — **2 semester hours**

Develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects. (2 hr. lecture)

BCN 1610 Building Construction Estimating Fundamentals — **2 semester hours**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure. (2 hr. lecture)

BCN 1616 Building Construction Advanced Estimating — **2 semester hours**

Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving multi-story buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. Prerequisite: BCN 1610. (2 hr. lecture)

BCN 1721 Building Construction Planning and Cost Control — **2 semester hours**

A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects. (2 hr. lecture)

BCN 1740 Building Construction Law — **2 semester hours**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen, and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors. (2 hr. lecture)

BCN 1750 Building Construction Financing — **2 semester hours**

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans. (2 hr. lecture)

BCN 1930 Building Construction Special Topics — **2 semester hours**

An introductory survey course for the student presently working in the building construction industry desiring to commence formal study. Subjects discussed include analysis of the building construction industry, and a comprehensive study of the safety South Florida Building Code. (2 hr lecture)

BCN 2230 Building Construction and Methods — **2 semester hours**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in south Florida.

BCN 2704 Building Construction Insurance — **2 semester hours**

Examines the different types of insurance required by

law or contract for building construction projects and personnel engaged thereon, i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available. i.e., group life and hospitalization, paid vacations, retirement benefits, profit sharing programs, etc. (2 hr. lecture)

BCN 2712 Building Construction Supervision — **2 semester hours**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability morale, motivation, grievances, human relations, leadership, and incentives as encountered in building construction.

BCN 2561 Mechanical and Electrical Systems — **3 semester hours**

Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as elevators, moving stairways and solar heating equipment.

BCN 2614C Construction Planning and Estimating — **3 semester hours**

A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.

BCN 2742 Contractors License Preparation

A study designed to prepare for the General Contractor's examination, State and Federal Laws, and field knowledge leading to class I, II, or III license.

ETC 1250 Materials and Processes — **2 semester hours**

Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with ETE 1223L.

ETC 2321 Surveying — **1 semester hour**

The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with ETC 2321L.

ETC 2321L Surveying Lab — **2 semester hours**

The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes, batter boards, bench marks. This course should be taken concurrently with ETC 2321.

ETC 2330C Route Surveying — **3 semester hours**

Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as electronic distance measuring equipment.

ETC 2334 Land Surveying — **3 semester hours**

A study of the legal aspects of land surveying, including section surveys, metes and bounds descriptions, plat law, hydrographics and office procedures.

ETC 2410 Structural Design — **3 semester hours**

Simplified design of reinforced concrete structures including beams, columns, footing, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Student is required to perform design computation using an electronic calculator and prepare sketches specifying materials and dimensions. Prerequisite: ETG 2530 or equivalent.

ETD 1121C Civil Drafting I — **3 semester hours**

Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is placed on linework, lettering and familiarity with the South Florida Building Code. Student is required to provide his own drafting tools. College provides drafting tables and blueline print machine. Fee $5.00.

ETD 2122C Civil Drafting II — **3 semester hours**

Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Fundamentals of graphical methods for stress analysis of trusses. Fee $5.00.

ETD 2123C Civil Drafting III — **3 semester hours**

Final course in drafting stresses site planning including grading, drainage, utility and highway layout. Preparation of contract drawings for industrial plants, water and wastewater facilities. Fee $5.00.

ETE 1223L Materials Testing Lab — **1 semester hour**

Introduction of A.S.T.M. procedures for testing concrete, steel, soils, and other building materials. This course should be taken concurrently with ETC 1250.

ETG 2530 Strength of Materials — **2 semester hours**

A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG 2530L.

ETG 2530L Strength of Materials Lab — **1 semester hour**

Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG 2530.

EVS 2231 Water Supply and Waste Water Disposal — **3 semester hours**

A single course covering the sources, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

COOPERATIVE EDUCATION

COE 1000 Cooperative Education Seminar — **1 semester hour**

A seminar designed to prepare the student for entry into the cooperative program and to acquaint him with his responsibilities to the college and his employer.

***___ 1949 Co-op Practicum** — **2 semester hours**

A course designed to provide practical experience in a student's field through part-time work. Students submit and are evaluated on the basis of learning objectives. On-the-job experience is supplemented by three class sessions per term. Corequisite: full-time student status. Course may be repeated five times.

*Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval.

***___ 9949 Co-op Internship** — **3 semester hours**

A course designed to provide on-the-job experience related to the student's major. Student works a

minimum of 360 hours and submits a written report. Open to students in all majors. Prerequisite: Permission of the Cooperative Education Department.

***___ 2949 Co-op Work Experience 3 semester hours**

A course designed to provide experience in a student's field of study through full-time work. Students are graded on the basis of learning objectives and employer evaluations. On the job experience is supplemented by three class sessions per term. Course may be repeated three times. Prerequisite: Co-op Department Approval.

STD 1150 Career Planning Workshop 1 semester hours

The course is designed to help students decide upon an appropriate vocational choice. The student will be assisted in learning who he is, where he is, what he wants in life and why, what career fields may be compatible with his value system, and what he must learn to enter and progress in these fields.

*Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval.

CRIMINAL JUSTICE

CCJ 1020 Introduction to Criminal Justice 3 semester hours

Course will examine the philosophy and history of law enforcement. Included are: a survey of criminal justice problems and crime, organization and jurisdiction of local, state and federal enforcement agencies, and a survey of professional qualifications and opportunities.

CCJ 1100 Survey of Law Enforcement 3 semester hours

A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspect of law enforcement are presented with various academic disciplines to acquaint police with their role in American society. Course will substitute for CCJ 1020.

CCJ 1220 Criminal Law 3 semester hours

Courses will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws.

CCJ 1230 Criminal Evidence and Court Procedures 3 semester hours

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom procedures.

CCJ 1300 American Corrections 3 semester hours

An overview of American corrections system: its development, local problems, state prison and institutional procedures, treatment approaches, future trends, and related facilities and agencies.

CCJ 1410 Police Administration I 3 semester hours

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and operations. (Prerequisites: CCJ 1020, 1300, or permission of instructor.)

CCJ 1420 Police Administration II 3 semester hours

A continuation of CCJ 1410 with emphasis on operational services, records, communications, custody, etc.

CCJ 1440 Confinement Facilities 3 semester hours

Reviews the origin and development of jails, prisons, and correctional facilities. A study of institutional procedures including physical plant, custody and control, administration and management procedures, inmate treatment, and preparation for return to the community.

CCJ 2320 Correctional Services in the Community 3 semester hours

Emphasis on community treatment programs as alternatives to institutionalization, use of volunteers and sub-professional aides, release and furlough programs, and an examination of community resources that can be brought to bear on the correctional task.

CCJ 2330 Probation and Parole Procedures 3 semester hours

Examines this important community based treatment aspect of the corrections system. Reviews philosophy and development, the presentence investigation, and supervision methods. Juvenile practices are also included.

CCJ 2350 Correctional Casework 3 semester hours

A practical career development course covering the basic working procedures in the corrections field. Includes interview techniques, report writing, counseling and supervision in correctional and community settings, and a look at specialized problems such as vocational and educational deficiencies, and alcohol and drug addiction.

CCJ 2930 Current Topics in Law Enforcement 3 semester hours

This course is structural to provide proficiency in the identification of problem areas and the application of problem solving techniques. A term paper is utilized to demonstrate complete staff work. Various criminal justice agencies will be visited and prominent officials will participate in seminar sessions. (Will substitute for any CCJ 2000 level requirement.)

CCJ 2933 Corrections Seminar 3 semester hours

This course will be a survey of the corrections system including guest speakers from related disciplines, field trips to confinement facilities, and projects involving local agencies concerned with the corrections process. (Prerequisites: CCJ 1020, 1300 or permission of instructor.)

CJT 2100 Criminal Investigation I 3 semester hours

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing and procedural aspects of investigation.

CJT 2110 Criminal Investigation II 3 semester hours

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Fee: $5.00.

CJT 2120 Forensic Photography 3 semester hours

This course will develop the specific skills (with emphasis on photography) utilized in the processing of

evidence from collection through identification, evaluation and preparation for the court room. Prerequisites are CJT 2100 and 2110. Fee: $5.00. (Will substitute for CCJ 1420 or CJT 2420.)

CJT 2130 Criminalistics Practicum — **3 semester hours**

The knowledge and skills developed in the prerequisites are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Fee: $5.00.

CJT 2420 Traffic Problems and Administration — **3 semester hours**

An examination of the police responsibility in the area of motor vehicles and traffic problems to include the areas of engineering, education and enforcement. The organization and operation of a traffic activity will be developed and techniques for enforcement investigation and prevention will be studied.

DATA PROCESSING

CAP 2001 Systems Development and Design — **3 semester hours**

The course includes a survey of present procedures and system of internal controls. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications. Prerequisite: COP 1120C or instructor approval.

CAP 2030C Field Project — **2 semester hours**

The student will be assigned a project selected by the instructor or one chosen from an existing local data processing firm. The project will include problem definition, flowcharting, coding, testing and a detail document of the complete application. Prerequisites: COP 2400C and COP 2401C or instructor approval.

COC 1300 Fundamentals of Data Processing — **3 semester hours**

An introduction to electronic data processing. Topics include basic computer theory, file storage media, input-output devices, binary and hexa-decimal number systems and programming techniques.

COP 1110C Fortran Programming — **3 semester hours**

A basic computer programming course in Fortran, which is a problem solving language. This course is particularly useful to students who are in mathematics, science, and related fields and who will need to utilize the computer as a tool in their professions.

COP 1120C Computer Programming I — **3 semester hours**

Cobol as a programming language is taught and utilizes the IBM/370. Through a series of lectures and laboratory practices, the student develops a working knowledge of the Cobol language. Emphasis is placed in creating and maintaining tape and disc files. Prerequisite: COC 1300 or instructor approval.

COP 1130C PL/1 Computer Programming — **3 semester hours**

The IBM PL/1, an elective in programming language, utilizes the various types of input-output devices. Emphasis is placed on the creation and maintenance of direct-access and sequential index files.

COP 1170C Programming in BASIC — **3 semester hours**

An interactive programming course utilizing the BASIC language. Emphasis is placed upon the development of computer problem solving skills in business, electronics, engineering, mathematics, science, and other related fields. Interactive programming concepts are stressed in a series of lectures/discussions supplemented by assigned laboratory work in which microcomputers are utilized.

CDA 2040C Computers I — **3-1-4 semester hours**

Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to machine, assembly and high level languages. The selection and operation of I/0 devices and techniques of logical analysis and trouble-shooting will also be studied. (This course offered on Central Campus.) Corequisite: ETE 1020C.

COP 1266C Introduction to Programming Systems — **3 semester hours**

An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punchcard and magnetic tape systems, are programmed in RPG (report program generator) language. Prerequisites: COC 1300 and CRM 1010C or instructor approval.

COP 2111C Advanced Topics in Fortran Programming — **3 semester hours**

The course is designed to introduce some Fortran programming techniques beyond those in introductory courses. Topics related to arrays, subprograms, tape and disc processing are presented through lecture-discussions alternating with problem solving laboratory periods. Prerequisite: an introductory Fortran course or instructor's approval.

COP 2122C Advanced Programming Techniques III — **3 semester hours**

The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, maintenance, use of subprograms, and special programming techniques. Prerequisite: COP 1120C.

COP 2400C Computer Programming II — **3 semester hours**

IBM 370 assembly language and the disc operating systems are utilized. Disc and tape files are used extensively through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: COP 1120C or instructor approval.

COP 2401C Contemporary Programming Practices — **3 semester hours**

A programming course designed to teach advanced concepts of the assembler language (BAL). The student will also become acquainted with the latest communications and tele-processing languages and techniques. Prerequisites: COP 1120C and COP 2400C or instructor approval.

CRM 1031 Computer Console Operation — **3 semester hours**

The duties of a computer operator, use of input and output devices, job control cards, console commands, processing programs and utility programs. (This course taught at Public School Board Facility).

DENTAL ASSISTING

DEA 1020 Preclinical Orientation to Dental Assisting — **3 semester hours**

Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Pre-clinical laboratory practicum is included.

DEA 1021 Introduction to Dental Assisting — 1 semester hour

An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant.

DEA 1111 Allied Dental Theory — 4 semester hours

Designed to acquaint the student with the basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth and their supporting structures will be presented. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment and equipment required to render adequate care for common office emergencies will be included. Lab fee $5.00.

DEA 1220 Practice Administration of the Dental Office — 3 semester hours

The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing, techniques of collections and billing, filing of patients records and procedures for tax and health insurance forms. Typing proficiency must be demonstrated by the student for course completion.

DEA 1300 Oral Hygiene — 2 semester hours

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides in preventive dentistry will be presented.

DEA 1800 Clinical Practices and Procedures I — 4 semester hours

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Accompanying lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Lab fee $10.00.

DEA 1801 Clinical Practices and Procedures II — 4 semester hours

Practicum phase is a continuation of DEA 1800 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Accompanying lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. Lab fee: $10.00.

DEA 2150 Dental Psychology — 1 semester hour

This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient.

DEA 2940 Dental Practicum — 3 semester hours

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science degree.

DES 1000C Dental Anatomy and Physiology — 3 semester hours

The study of head and neck anatomy with emphasis placed on the structure, morphology and function of the primary and permanent human dentitions. Laboratory projects involving drawing and carving of individual teeth will be required for course completion.

DES 1003 Basic Anatomy and Physiology — 2 semester hours

The basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient.

DES 1100 Dental Materials — 3 semester hours

Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical application and proper manipulation of specified dental materials will be required. Lab fee: $10.00.

DES 1200C Dental Radiology — 2 semester hours

Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to physical behavior, radiation hazards, biological effects, protection and control methods, and proper techniques for exposing, processing and mounting of x-rays. Laboratory exercise demonstrating proficiency in these techniques will be required.

DIAGNOSTIC ULTRASOUND TECHNOLOGIST

SON 2111 Ultrasound Procedures — 4 semester hours

Consideration of the clinical application of diagnostic ultrasound, includes presentation of applications in cardiology, encephalography, gynecology, obstetrics, imaging of organs such as kidneys, bladder, abdominal organs and lung is presented. Causes of image and data artifacts are evaluated. Opthalmologic procedures applications are included and basic knowledge of therapeutic use of ultrasound.

SON 2211 Ultrasound Physics — 3 semester hours

In-depth consideration of the principles of diagnostic ultrasound. Presentation of the fundamental properties of ultrasonic waves and their interactions, ultrasound equipment, transducers, display systems (A-mode, control and routine maintenance procedures current developments in ultrasound are discussed and evaluated.

SON 2311 Ultrasound Anatomy & Physiology — 4 semester hours

Presentation of anatomy, physiology and anatomical pathology essential for performance of ultrasonic examinations of the various regions of the body. Cross sectional anatomy and anatomical topography which serves as landmarks during diagnostic ultrasound procedures and are essential to interpretation of sonograms will be stressed.

SON 2841 Clinic A — 2 semester hours

An introduction to the performance of ultrasound procedures by observation and minor participation in clinical procedures under the direct supervision of a registered ultrasound technologist.

SON 2851 Clinic B — 4 semester hours

A continuation of the learning by doing process where

more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised.

SON 2861 Clinic C **4 semester hours**

The students practice and refine their performance of the various ultrasound procedures. Though supervised they make necessary procedural decisions and complete examinations without assistance. On completion they will be registry eligible.

DIETETIC TECHNICIAN

FSS 1221 Volume Foods **3 semester hours**

Application of principles of cookery to preparation of food in large quantities. Standardization of formulas with reference to quantity, manipulation, time and cost. Menu-making and costing. Student will work in both the foods laboratory and production kitchen. (Two lectures and lab period weekly.)

FOS 2100 Experimental Foods **3 semester hours**

Laboratory projects testing theories of food preparation, judging of products, and establishing standards, of foods. Evaluations of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics.

FSS 2500 Food Service Costing and Controls **3 semester hours**

A cost managing approach to the study of food and labor control. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management.

FSS 2304 Management Clinical Practice III **4 semester hours**

Supervised field experience to develop and test competencies in food and labor costing and controlling. Emphasis on forecasting food and labor requirements; purchasing of food and storeroom operations; food and labor standards. Corequisite: FSS 2500.

FSS 2381 Management Clinical Practice III **2 semester hours**

Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of FSS 2304 depending upon background of student, as evidenced by competency testing. Corequisite: FSS 2500.

HFT 1210 Supervisory Development **3 semester hours**

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness.

FSS 1302 Management Clinical Practice II **4 semester hours**

Supervised field experience to develop and test competencies in employee supervision. Emphasis on job analysis and employee selection, interviewing, training and budgeting. Corequisite: HFT 1210.

FSS 1380 Management Clinical Practice II **3 semester hours**

Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of FSS 1302 depending on background of student as evidenced by competency testing. Corequisite: HFT 1210.

HFT 2220 Organization and Personnel Management **3 semester hours**

Organization, supervision and direction of food service/lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotion, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management.

HFT 2460 Financial Management **3 semester hours**

A study of accounting systems for the food service/lodging industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management.

FSS 2306 Management Clinical Practice IV **2 semester hours**

Supervised field experience to develop and test competencies in financial management. Emphasis on report analysis and evaluation; computation of tests for liquidity, solvency, etc.; computation and use of breakeven analysis. Corequisite: HFT 2460.

HCA 2422 Health Care Facilities and Delivery Systems **3 semester hours**

An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society; general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.

FSS 2301 Dietary Department Operations **2 semester hours**

A study of the organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospitals and extended care facilities are studied.

DIE 1201 Essentials of Nutrition **3 semester hours**

Study of nutritional science, the nutrient interrelationships with attention to excesses and deficiencies. A critical study of the impact of medical science, ethnic patterns, and consumerism on food intake of population groups.

DIE 2243 Applied Nutrition **3 semester hours**

A further investigation of nutrition in diet therapy and its relationship to normal nutrition. Examination of the etiology, clinical manfestations and dietary treatment of many disease conditions. A study of the total nutritional care of the patient. Prerequisites: DIE 2222, DIE 1201, DIE 2412.

DIE 2272 Nutrition Clinical Practice IV **4 semester hours**

Supervised field experience to develop and test competencies in diet history interviewing, assessment of nutrient intake and evaluation of dietetic services in relation to production and human resources. Corequisite: DIE 2243.

DIE 2532 Nutrition Clinical Practice IV **2 semester hours**

Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of DIE 2272 depending on background

of student, as evidenced by competency testing. Corequisite: DIE 2243.

DIE 2222 Nutritional Care in the Community & Institution — **3 semester hours**

Examination of menu planning for patients requiring regular or modified diets and its implementation, both at home and in the institution. Review of community agencies involved in health care. Introduction to basic diet instruction skills. Prerequisite: HUN 1201 or management option.

DIE 2271 Nutrition Clinical Practice III — **3 semester hours**

Supervised field experience designed to develop and test competencies in utilizing diet manuals and medical technology, incorporating dietary changes in menu patterns and in evaluating the role of diet therapy in the institutional setting. Corequisite: DIE 2222.

DIE 2412 Nutrition counseling and Education — **3 semester hours**

Interviewing and instructional techniques in the application of diet therapy using video tapes and role playing. Educational methods and their application to nutrition. Study of various social and cultural influences on food habits; a review of the impact of food misinformation on the public. Prerequisite: DIE 1201.

DIE 1270 Nutrition Clinical Practice II — **3 semester hours**

Supervised field experience designed to develop and test competence in the application of nutrition knowledge and principles to individual patient care. Corequisite: DIE 1412.

FSS 2307 Dietetic Seminar — **1 semester hour**

Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students.

DIE 2531 Nutrition Clinical Practice III — **2 semester hours**

Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of DIE 2271 depending on background of student as evidenced by competency testing. Corequisite: DIE 2222.

ECONOMICS COURSES

ECO 1010 Survey of Economics — **3 semester hours**

One-term survey of economic institutions and economic analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with some emphasis on current economic problems. It is primarily designed for terminal programs, or for students whose time is limited to a less intensive study than the two-term principles of economics course. (Credit will not be given for both this course and ECO 2013.)

ECO 2013 Principles of Economics I — **3 semester hours**

Introductory course in economic principles and analysis. Areas covered include: basic economic problems and concepts, functioning of an enterprise economy, business organization and finance, public finance, national income accounting and analysis, and money and banking. Meets area 5 AA degree general education requirements.

ECO 2023 Principles of Economics II — **3 semester hours**

Extension of ECO 2013 dealing with: price theory, income distribution, international trade and finance, economic growth, and comparative economic systems. Prerequisite: ECO 2013 or instructor approval. Meets area 5 AA degree general education requirements.

ECO 2220 Money & Banking — **3 semester hours**

General survey of the economics of money and banking. Areas covered include: the nature and functions of money; monetary standards; structure of the commercial banking system; creation of bank deposits; other financial institutions; structure and functions of the federal reserve system; monetary policy; monetary theory and the price level; interrelation of monetary and fiscal policy; recent monetary problems; international finance.

EDUCATION

EDF 1430 Introduction to Tests and Measurements — **3 semester hours**

Designed for the in-service teacher, this course deals with planning and constructing teacher-made tests; trying out and evaluating teacher-made tests; evaluation of standardized tests results; measurement programs; and the history and philosophy of the development of the measurement movement in education.

EDF 2005 Perspectives in Education — **3 semester hours**

A study of the principles of American education with emphasis on historical, philosophical, and sociological bases of education and their impact on curriculum development.

EDF 2210 Educational Psychology — **3 semester hours**

Study of psychological principles relevant to effective teaching and learning.

EEC 1201 Pre-School Education — **3 semester hours**

Behavior and growth pattern relation to the learnings of the pre-school child. Program development and techniques in instruction are considered. Prerequisite: EEC 1602 or permission of the instructor.

EEC 1311 Pre-School Activities — **3 semester hours**

Curricula for and activities of the pre-school child. Techniques and materials appropriate for art, drama, music, science, and play are considered. Prerequisite: EEC 1201 or corequisite EEC 1201 or permission of the instructor.

EEC 1312 Pre-School Materials — **3 semester hours**

Literary selections, story telling, puppets, dramatics and creative communications as related to pre-school child.

EEC 1601 Infant Development and Behavior — **3 semester hours**

An overview of the physical, intellectual and social stages of development of the infant (0-3) and their implications for the child's interaction with his environment.

EEC 1602 Child Development and Behavior — **3 semester hours**

A study of the progressive development of the child (3-6) years covering physical, intellectual, emotional, and social stages and their relationship to the child in his/her environment. Prerequisite: EEC 1601 or permission of the instructor.

EME 2101 Audio Visual Aids **3 semester hours**

This course deals with the operation and use of various forms of projectors, tape recorders, amplifiers, and other audio-visual equipment. It includes instruction in the preparation of display materials, source of free and inexpensive materials, filmstrips, films, and recordings.

ELECTRICAL ENGINEERING TECHNOLOGY

ETE 1010C Direct Current Circuits **3-1-4 semester hours**

The first course in circuits for the electronics/electrical student. The structure of matter; current, voltage, resistance and Ohm's law; network analysis and theorems; capacitance and RC time constants; magnetism, electromagnetism, inductance and L/R time constants. The student will perform lab projects in order to reinforce theoretical concepts and develop skills in the usage of electronic test equipment. Corequisite: MTB 1334 or its equivalent.

ETE 1020C Alternating Current Circuits **3-1-4 semester hours**

Fundamental principles of alternating current: cycle, frequency, phase relations and shift, inductance and inductive reactance, capacitors, capacitive reactance, impedance and graphic representation of R.L.C. circuits. The student will use lab equipment to verify the above as well as coupling networks, power factor and its correction and transformer applications. Series and parallel resonance and the use of the oscilloscope are covered. Prerequisite: ETE 1010C or its equivalent. Corequisite: MTB 1344 or its equivalent.

ETE 1033 Networks and Filters **3-0-3 semester hours**

This course covers a variety of network analysis theorems, bridge circuits resonant circuits, bandwidth, two-port networks, frequency response of closely and loosely coupled transformers, constant K filters and band reject and band pass filters. Prerequisite: ETE 1020 or its equivalent.

ETE 1150 Linear Circuits **3-0-3 semester hours**

The course covers the linear applications of amplifying devices. Bipolar junction transistor amplifiers, field effect transistor amplifiers, the properties of linear integrated circuits, regulated power supplies, differential amplifiers, integrated circuit amplifiers, operational amplifiers and oscillators. Corequisite: ETE 1033 or its equivalent. Prerequisite: ETE 2141 or its equivalent.

ETE 1510C Electro-mechanical Devices **3-0-3 semester hours**

The theory, characteristics, construction, of DC and AC motors, generators, transformers, both single and polyphase units. Prequisite: ETE 1020 or its equivalent.

ETE 2311C Industrial Electronics **3-1-4 semester hours**

This electronics course covers the theory and application of electronic devices in industry. Included topics are: phase shift control circuits, sequence controls, photoelectric controls, large current rectifiers and polyphase circuit applications. Prerequisite: ETE 1020, ETE 2141, ETE 1150.

ETE 2312C Instrumentation **3-0-3 semester hours**

Types of control systems, analog computation, control system components, transducers, velocity, flow rate, temperature, pressure and liquid level measurements, control valves, position and displacement measurement. Servomechanisms are an integral part of this course. Prerequisite: ETE 2311. Corequisite: ETE 1510.

ETE 2141C Electronic Devices **3-1-3 semester hours**

This is a first course in the theory and characteristics of solid state devices such as diodes, transistors and field effect transistors. The student will perform laboratory experiments on junction diodes and transistors; including biasing circuits and basic amplifiers. Prerequisite: ETE 1010C.

ETE 2662C Digital Circuits **3-1-4 semester hours**

The student will study logic gates, Boolean Algebra, and the applications of solid state devices to non-linear control circuits. Topics include waveshaping techniques, solid state switching, logic gates, discrete and integrated regenerative switching circuits, integrated logic circuits and applications Prerequisites: ETE 2141, ETE 1020.

ELECTRONIC TECHNOLOGY

CDA 2040C Computers I **3-1-4 semester hours**

Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. (This course is offered on Central Campus.) Corequisite: ETE 1020.

CDA 2041C Computers II **2-2-3 semester hours**

Analysis of microprocessors and microcomputers with emphasis on system logic, timing and interfacing. The functional operation of system components will be studied with the aid of diagnostic programs and digital test equipment. (this course is offered on Central Campus.) Prerequisite: 2040C.

ETD 1614C Electronic Drafting **1-3-3 semester hours**

The content includes lettering, electronic symbols. schematic and block diagrams, printed circuit diagrams and layout procedures. (This course is offered on Central Campus.)

ETE 1010C Direct Current Circuits **3-1-4 semester hours**

The first course in circuits for the electronics/electrical student. The structure of matter; current, voltage, resistance and Ohm's law; network analysis and theorems; capacitance and RC time constants; magnetism, electromagnetism, inductance and L/R time constants. The student will perform lab projects in order to reinforce theoretical concepts and develop skills in the usage of electronic test equipment. Corequisite: MTB 1334 or its equivalent.

ETE 1020C Alternating Current Circuits **3-1-4 semester hours**

Fundamental principles of alternating current: cycle, frequency, phase relations and shift, inductance and inductive reactance, capacitors, capacitive reactance, impedance and graphic representation of R.L.C. circuits. The student will use lab equipment to verify the above as well as coupling networks, power factor and its correction and transformer applications. Series and parallel resonance and the use of the oscilloscope are covered. Prerequisite: ETE 1010C or its equivalent. Corequisite: MTB 1344 or its equivalent.

ETE 1130C Active Electronic Devices **1-2-2 semester hours**

The construction and theory of vacuum tubes is presented including diodes, triodes, pentrodes, cathode ray tubes and semiconductor diodes. (This course is offered on Central Campus.) Prerequisite: 1020C.

ETE 2143C Semi Conductors I **3-1-4 semester hours**

CE, CC, CB configurations, large signals, biasing, AC operation. (This course is offered on Central Campus.) Prerequisite: ETE 1020C.

ETE 2145C Semi Conductors II **2-2-3 semester hours**

Subject matter includes unijunction transistors, silicon controlled rectifiers, triac, and field effect transistors. (This course is offered on Central Campus.) Prerequisite: ETE 2143C.

ETE 2204C Electronic Instrumentation **2-1-3 semester hours**

Familiarization with oscilloscope, VTVM, VOM, digital voltmeters, impedance bridge, transistor curve tracer, pulse generators, signal generators, power meters, frequency counters and distortion analyzers. (This course is offered on Central Campus.) Corequisite: ETE 1020C.

ETE 2435C T.V. Applied Circuit Analysis **2-2-3 semester hours**

A study of special circuits used in television transmitters and receivers with their relationship of high frequency signal acquisition and transmission. (This course is offered on Central Campus.) Prerequisite: ETE 2145C.

ETE 2633C Digital Systems I **3-1-4 semester hours**

A study of the logic concepts and circuits used in digital systems including measuring instruments, communication equipment, and computers. Integrated circuits are used to demonstrate the digital techniques of gating, counting, storing, shifting and converting. (This course is offered on Central Campus.)

ETE 2662C Digital Systems II **2-1-3 semester hours**

A study of the operation of several small scale digital systems selected from the fields of consumer and communication electronics. Circuit analysis is extended from individual IC's to large logic blocks. The interpretation and use of logic block diagrams will be stressed. (This course is offered on Central Campus.)

ETE 2906 Directed Studies in Electronics (FAA) **3 semester hours**

This course is available only to electronic technology students participating in a cooperative education program with the Federal Aviation Administration. Fundamentals of electronics and mathematical applications will be taught through directed studies. Completion of this course may be counted as elective credit only. (This course is offered on Central Campus.)

ETE 2930-2931 Special Problems **1, 2 or 3 semester hours**

An elective course, with permission of electronic's area leader, designed to allow outstanding students the opportunity to work on advanced electronics problems. 1 hour credit for ETE 2930, 2 hours credit for ETE 2930C, 3 hours credit for ETE 2931. (This course is offered on Central Campus.)

EMERGENCY MEDICAL TECHNOLOGY

EMT 1000C Basic Emergency Medical Technology **4 semester hours**

Introductory survey of emergency medical services including medical/legal/ethical aspects; techniques of CPR; emotional trauma and theoretical discussion of medical and surgical emergencies. Includes study and practical application of skills and procedures involving life threatening emergencies in the following clinical settings: emergency room, respiratory care, and on rescue vehicles. Designed to meet the state's requirements for EMT I certification examination and the American Heart Association standards for basic CPR certification. Admission to this course requires departmental approval. Liability insurance is required (fee—$8.50). Health insurance recommended. Prerequisite: American Red Cross standard first aid certificate. Corequisite: completion of National Safety Council's Defensive Driving course.

EMT 1001C Emergency Medical Care **3 semester hours**

Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma, laboratory application of skills and procedures involved in life threatening emergencies as seen in daily living. Designed to acquaint persons in the community with emergency medical techniques; does not qualify the student for certification as an EMT.

EMT 1051 EMT for Allied Health **3 semester hours**

Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma; laboratory application of skills and procedures involved in life threatening emergencies as seen in hospitals, medical and dental offices and daily living. Designed to acquaint the student with emergency medical techniques; does not qualify the student for certification as an EMT. Registration for this course is limited to students enrolled in Allied Health programs.

EMT 2235 Emergency Respiratory Therapy **3 semester hours**

Instructs the student in the various modes of respiratory therapy applicable in the emergency situation including the use, indications, contraindications and complications of each. The operation, maintenance and safety considerations of the equipment used will be incorporated. Prerequisite: EMT 1000C, EMT 2302C, EMT 2822C.

EMT 2251 Endotracheal Preceptor **5 semester hours**

Practicum provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. Conference meeting and rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C.

EMT 2271 Crisis Intervention **3 semester hours**

Deals with the emotional responses of persons in emergency situations as well as the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. Prerequisite: EMT 1001C. Pre- or corequisite: PSY 2012.

EMT 2775 Physical Assessment **3 semester hours**

Will develop skills in the psycho-social, history and physical assessment of the emergency patient. Prerequisite: EMT 1001C.

EMT 2278 Emergency Care of Children **3 semester hours**

Deals with the emergency care of children with acute health problems, the effects of illness upon normal

growth and development and the legal aspects of caring for children. Prerequisite: EMT 1001C.

EMT 2302C Advanced Emergency Medical Tech II **4 semester hours**

Advanced course for the State certified emergency medical technician for instruction in clinical techniques of life supportive care. Under professional medical and nursing supervision, planned experiences in intravenous administration and the techniques of electronic monitoring and defibrillation are provided. The pharmacology of drugs used in emergencies, life-threatening arrhythmias and their treatment, the assessment of patients in shock and their supportive management are covered. Modules 1 thru 7 of the Department of Transportation National paramedic curriculum are covered. Prerequisites: EMT 1000C, state EMT certification; interview, and/or testing as required.

EMT 2422 Aquamedic Injury Management **3 semester hours**

Provides theory and clinical experience in emergency management of aquatic injuries. Students must be certified divers. Prerequisite: EMT 1000C and EMT 2302C, EMT 2822C.

EMT 2451 EMT Air Transport of Acute Emergencies **3 semester hours**

Discusses physiology of flight, effects of flight on persons with health problems and emergency care during air transportation of patients. Prerequisites: EMT 1000C and EMT 2302C, EMT 2822C.

EMT 2519 Leadership/ Practicum **2 semester hours**

Introduces the student to basic supervisory skills and teaching skills through lecture and case presentation. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C. Corequisite: EMT 2848.

EMT 2822C Advanced Emergency Medical Technology III **4 semester hours**

Advanced course stressing practical application of clinical knowledge and skills under close medical supervision. Provides for directed experiences in local hospitals and field experiences in emergency vehicles. Modules 8 thru 15 of the Department of Transportation National paramedic curriculum are covered. A certificate of achievement will be awarded upon successful completion. Provides eligibility for paramedic state certification. Prerequisite: EMT 2302.

EMT 2848 Practicum Rescue Internship **5 semester hours**

Practicum provides the opportunity for each student to serve as a member of an advanced life support team. This course is designed to enable the student to develop competency in the clinical skills expected of an emergency medical technician and to gain experience in clinical problem solving. Conference meetings and clinical rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C. Corequisite: EMT 2519.

EMT 2887 Practicum Obstetrical Preceptor **5 semester hours**

Practicum provides the opportunity for each student to receive supervised instruction and clinical experience in the care of the obstetrical patient. Conference meetings and rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 1000C, EMT 2302C, and EMT 2822C.

ENGINEERING

EGN 1120C Engineering Drawing **3 semester hours**

Use of drafting instruments, lettering title compositions, orthographic projection, dimensioning, drawing to scale; plan reading, auxiliary and sectional views, isometric and oblique projection, linear-perspective, technical sketching, accepted practices and conventions, fits and tolerances, common fasteners. Corequisite: MAT 1033. Six hours weekly. Offered at night only in term I. Not offered term III.

EGN 1130C Descriptive Geometry **3 semester hours**

Orthographic representation, fundamental problems of the point, line, and plane with special emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: EGN 1120C or instructor approval. Six hours weekly. Offered at night only in term II. Not offered in term III.

ENGLISH

AML 2024 American Literature **3 semester hours**

Selected masterpieces of American literature before 1900, including works of Hawthorne, Whitman, Melville, and Crane. Meets area 2 & 5 AA degree general education requirements.

AML 2025 American Literature **3 semester hours**

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Meets area 2 & 5 AA degree general education requirements.

CRW 1132 Introductory Creative Writing **3 semester hours**

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction and drama. Prerequisite: eligibility for ENC 1103. Meets area 2 & 5AA degree general education requirements.

CRW 1221 Introduction to Creative Writing-Fiction **3 semester hours**

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Prerequisite: ENC 1103 or instructor's approval. Meets area 2 & 5 AA degree general education requirements.

CRW 1321 Introduction to Creative Writing—Poetry **3 semester hours**

Student writing as the basis for critical discussion with emphasis on analysis of the elements of poetry. Prerequisite: ENC 1103 or instructor's approval. Meets area 2 & 5 AA degree general education requirements.

CRW 1410 Introduction to Creative Writing—Script 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis of the elements of script. Prerequisite: ENC 1103 or instructor's approval.

CRW 2140 Creative Writing Workshop 3 semester hours

A continuing development of creative writing ability. Prerequisite: CRW 1132, CRW 1221, CRW 1321, CRW 1410, or ENC 1613.

CRW 2150 Advanced Creative Writing Workshop 1 semester hour

A continuing development of creative writing ability. This course may be repeated a maximum of three times for a maximum of three semester hours credit. Prerequisite: CRW 2140.

ENC 0013 Fundamentals of Grammar, Usage, and Mechanics (NT) 3 semester hours

A study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling.

ENC 1033 Fundamentals of Composition 3 semester hours

A study of the structure and the logic of exposition through the writing of sentences, paragraphs, and short expository compositions. Recommended corequisite: REA 1102.

ENC 1103 Composition 3 semester hours

Training in methods of expository writing and processes of logical thinking. Placement will be determined through assessment or successful completion of ENC 1033. Meets area 1 AA degree general education requirements.

ENC 1136 Composition 3 semester hours

Further training in expository writing, plus an introduction to descriptive, narrative, and argumentative writing. Emphasis on the research paper. Prerequisite: ENC 1103. Either ENC 1136 or ENC 1423 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements.

ENC 1313 Technical Report Writing 3 semester hours

Training to qualify students to meet industry writing standards. Includes common types of reports, graphics, and oral presentations. Stresses process description, writing instructions, and simple proposals. Prerequisite: ENC 0026 or ENC 1103.

ENC 1423 Composition 3 semester hours

Further training in expository writing, plus training in writing descriptive, narrative, argumentative, and evaluative papers. Emphasis on investigative techniques, abstracting, and documentation on subject areas related to the student's principal field of interest. Develops verbal communications skills through individual and group presentations. Prerequisite: ENC 1103. Either ENC 1136 or ENC 1423 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements.

ENC 1613 Introduction to Creative Writing—Articles 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis of the elements of article writing. Prerequisite: ENC 1103 or instructor's approval.

ENG 1540 Grammar 3 semester hours

Includes parts of speech, tense, case, mood, sentence patterns, and punctuation. Designed for English majors, students who desire further work with grammar, and students enrolled in a beginning foreign language course.

ENG 2123 The Film as Literature 3 semester hours

Introduction to the film as literature: an examination of the elements of film contrasted to the elements of novels and plays, with emphasis on the basic components of fiction as translated into visual images. The course provides an opportunity for viewing significant films and sharing in their evaluation. Special fee required.

ENG 2176 Mystery Fiction 3 semester hours

A discussion of plot, character, setting, theme, style, and subject matter of some of the most representative works of the greatest authors of mystery fiction, including Poe, Chesterton, Sayers, Christie, and Conan Doyle. Meets area 2 & 5 AA degree general education requirements.

ENG 2230 Great Ideas in the Short Story 3 semester hours

An exploration of relevant and stimulating ideas through class discussions centering on analyses of American, British and continental short story masterpieces. Meets area 2 & 5 AA degree general education requirements.

ENG 2712 Great Ideas in Poetry 3 semester hours

An analytical and emotive exploration of ideas in the specific genre of poetry. Meets area 2 & 5 AA degree general education requirements.

ENG 2921 Seminar in Literature 1 semester hour

Meets area 2 & 5 AA degree general education requirements.

ENG 2922 Seminar in Literature 2 semester hours
ENG 2923 Seminar in Literature 3 semester hours
ENG 2924 Seminar in Literature 4 semester hours
ENG 2925 Seminar in Literature 5 semester hours
ENG 2926 Seminar in Literature 6 semester hours

ENL 2013 British Literature 3 semester hours

Traces the growth of the modern mind the development of the world view and the changing relationships between man and woman, man and authority, man and art, man and God, in British literature through the eighteenth century with emphasis on Chaucer, Shakespeare, and Milton. Meets area 2 & 5 AA degree general education requirements.

ENL 2023 British Literature 3 semester hours

A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems, in British literature of the nineteenth and twentieth centuries, including such writers as the romantic poets, Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Meets area 2 & 5 AA degree general education requirements.

LIT 2161 Contemporary Issues in the Communicative Arts 3 semester hours

An analytical and emotive exploration of contemporary issues in the genres of fiction, poetry, drama, es-

say, and the film. Meets area 2 & 5 AA degree general education requirements.

LIT 2210 World Literature I **3 semester hours**

Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic, and drama; the Bible; and Shakespeare. Meets area 2 & 5 AA degree general education requirements.

LIT 2220 World Literature II **3 semester hours**

Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse, and Lorca. Meets area 2 & 5 AA degree general education requirements.

LIT 2331 Contemporary Black Literature **3 semester hours**

Fiction, non fiction, poetry, and drama by American and African writers since 1920, including Richard Wright, Ralph Ellison, James Baldwin, Leroi Jones, Peter Abrahams and Lorraine Hansberry. Meets area 2 & 5 AA degree general education requirements.

LIT 2410 Male Female Images in Literature **3 semester hours**

An exploration of the ways literature represents and perpetuates sex roles in society with particular emphasis on the stereotyping of women. Readings include drama, short stories, novels, and poetry from classical to contemporary. Meets area 2 & 5 AA degree general education requirements.

LIT 2440 Literature of the Supernatural and of Sci Fiction **3 semester hours**

A survey of literary masterpieces of the supernatural and of science fiction involving such writers as Edgar Allan Poe, H. G. Wells, Bram Stokes, Ray Bradbury, and Isaac Asimov. Meets area 2 & 5 AA degree general education requirements.

FASHION MERCHANDISING COURSES

MKA 1181 Merchandising Tour New York City Trip **1 semester hour**

Includes orientation one day of Broward Community College, five days of merchandising related activities, and one day of follow-up, evaluation, and discussion at Broward Community College. The tour enrollment is limited to fifteen.

MKA 1402 Fashion Merchandising **3 semester hours**

Course acquaints student with careers in the fashion industry along with fashion history, fashion trends, fashion creators in Europe and America, fashion terminology and fashion periodicals. Student develops a total concept of fashion and its application to business. Class meets three hours per week.

MKA 1411 Textiles **3 semester hours**

Provides a foundation of knowledge about basic fiber classifications, properties, uses and care procedures, basic weave designations by definition and trade name, and basic dyeing and finishing processes; the effect of these on wear and care of the resulting fabric. This course will offer opportunities for involvement with current fashion fabrics, for mastery of basic fabric terminology so that federal regulations may be understood and adhered to, for creating ways of making the information meaningful to others and for using the information in making judgments at the designing and buying levels.

MKA 1431 Fashion Sales Promotion **3 semester hours**

This course is designed to help students understand the principles and methods of selling fashion and promoting fashion. Students will analyze advertisements, displays, publicity and other sales presentations of retail and wholesale firms. Students will prepare a complete sales promotion.

MKA 1441 Fashion Design **3 semester hours**

This course provides or incorporates the principles of design and color. Students analyze factors motivating fashion and gain practice in making quick simple sketches. The course uses sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.

MKA 1442 Fashion in Contemporary Living **3 semester hours**

This course is designed to show students how to keep abreast of fashion trends. The course aims to help students develop critical judgment and to develop the ability to judge the significant in fashion, and to analyze, and interpret trends. An emphasis will be placed on current readings, attending fashion events and attending dramatic, operatic, and musical performances.

MKA 1455 History of Costume **3 semester hours**

This course is designed to help students explore a history of civilization and art and its relation to fashion trends. The course will include illustrated lectures, visits to museums and a study of society and a reflection of political, economical and social conditions.

MKA 2102 Merchandising **3 semester hours**

An introduction to the management functions unique to retail store operations. Subject areas include department store organization, low margin retailers, store location and layout, shopping centers, and merchandising.

MKA 2125 Fashion Illustration **3 semester hours**

This course emcompasses procedures and principles of fashion illustration. Students will learn how to render fabrics and accessories in pen and ink and brush techniques suitable to line-cut production. Students study fashion illustrations in various media and analyze styles and techniques.

MKA 2126 Apparel Design **3 semester hours**

This course presents a study of principles and problems in developing a design through draping. The course includes an analysis of figure types, standardization of measurements, garment silhouette, fit, construction price, and terminology. A knowledge of clothing construction is helpful in this course.

MKA 2409 Principles of Fashion Coordination **3 semester hours**

This course offers hypothetical experience in the coordination and presentation of fashion. Students will

analyze fashion information and present the results in terms of a fashion show or clinic. They will study the functions of fashion coordinators and directors in retail and wholesale fields.

MKA 2424 Fashion Buying **3 semester hours**

This course is designed to acquaint students with the basics of merchandising, the role of a buyer, and buying principles. Emphasis is on the technical processes in merchandising, merchandising math, and planning for profit. Students analyze consumer buying habits and the motivation of consumers in terms of implications for retail buying.

FINANCE COURSES

FIN 1100 Personal Finance **3 semester hours**

Survey of the areas of which personal, daily economic problems must be solved by all people. Course attempts to guide each person in receiving the best results for his money in the following areas: buying on credit, borrowing money, using a bank, investing savings, studying all forms of insurance, owning vs. renting a home, investing in stocks and bonds, obtaining investment information, studying income taxes, Social Security, planning retirement, annuities, estates, wills, and trusts.

FIN 2000 Principles of Finance **3 semester hours**

A study of business finance in the American economy, capitalization, equity capital, credit capital, intermediate capital, short-term credit, financial policies, working capital and turnover ratios, cash flow budgets. Prerequisites: ACC 2021 and ECO 2023.

FIN 2010 Securities and Investments **3 semester hours**

Basic principles underlying investment decisions are explored. The operations and structure of the stock exchanges and the over-the-counter markets are reviewed. Functions of security dealers and brokers are presented together with detailed examination of the various types of stocks and bonds. Attention is given to investment companies, financial statement analysis, forecasting techniques, and portfolio management problems.

FIRE SCIENCE

FFP 1000 Introduction to Fire Science **3 semester hours**

This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service.

FFP 1100 Fire Administration I **3 semester hours**

Course will examine objectives of municipal fire departments, organization, distribution of equipment and personnel, building and equipment, fire defenses and insurance rates, personnel problems in the fire service.

FFP 1202 Fire Prevention Theory and Application **3 semester hours**

A study of laws and ordinances pertaining to fire prevention; the proper physical arrangements for fire safety; preventive inspections in industry and the home; and the study of hazards in industry to include explosive dust and chemicals.

FFP 1320 Fire Protection Through Building Construction **3 semester hours**

Study of building codes in relation to fire protection. Community concepts in building construction; eliminating fire problems on the drawing board; the relationship between building departments and fire protection agencies; and the fire extension problems in modern and old building construction.

FFP 1400 Fireground Tactics & Strategy **3 semester hours**

A study of tactics and strategy employed in extinguishing fires; preparation planning and an examination of company level field operations. Fire situations will be analyzed utilizing acceptable fire fighting tactics.

FFP 2101 Fire Administration II **3 semester hours**

A continuation of FFP 1100 water supply for the fire service, fire alarm communication systems, legal aspects of fire prevention, municipal and state fire prevention agencies, records, reports, evaluations and other phases related to fire administration.

FFP 2130 Fire Department Supervision **3 semester hours**

Study of superior-subordinate relationships, motivation, leadership, morale, discipline, work planning and other material related to supervision in the fire department.

FFP 2240 Arson and Fire Investigation **3 semester hours**

A study of the problems involving the fire service concerning: arson detection, motives, types of arsonists, suspicious fires, handling of physical evidence, scientific investigation, preparing the case for prosecution, court procedure and other material related to the subject of arson.

FFP 2150 Techniques of Instruction in the Fire Service **3 semester hours**

This course is designed to prepare the student or company officer to teach fire service oriented subjects. The student will develop effective communications skills, understanding of basic principles of learning and teaching, use of teaching aids and performance evaluations.

FFP 2402 Application of Fireground tactics **3 semester hours**

This course applies the basic principles learned in FFP 1400 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground. Prerequisite: FFP 1400.

FFP 2500 Hazardous Materials I **3 semester hours**

Study of types of chemicals and processes, storage and transportation of chemicals, precautions to be taken in fire fighting involving hazardous materials, laws of federal, state and local levels pertaining to such materials.

FFP 2501 Hazardous Materials II **3 semester hours**

A continuation and expansion of FFP 2500 to include radioactive materials, corrosives, pesticides, rocket

propellants, and other related materials. Prerequisite: FFP 2500.

FFP 2600 Fire Apparatus and Procedures — **3 semester hours**

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus.

FRENCH

FRE 1000 Elementary French Conversation — **3 semester hours**

A custom-made course for those residents in the community who require a cursory knowledge of French to help them communicate with French-speaking people. Meets area 5 AA degree general education requirements.

FRE 1100 Beginning French — **3 semester hours**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises, supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with FRE 1101. One hour language laboratory weekly. Fee $5.00.

FRE 1101 Beginning French — **4 semester hours**

Continuation of FRE 1100. Further development of the basic skills. Selected readings. Prerequisite: FRE 1100 or its equivalent. One hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

FRE 1170 French Study Travel — **3 semester hours**

A course designed for students who wish to combine the study of French with subsequent travel to a French-speaking region. Prerequisite: FRE 1100 or FRE 1000 or permission of instructor.

FRE 2200 Intermediate French — **3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in French prose. Conversation at an easy and enjoyable pace. Prerequisite: FRE 1101 or equivalent. Meets area 5 AA degree general education requirements.

FRE 2201 Intermediate French — **3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through French history, geography and literature. Aim of course to give student a necessary background in the culture of France and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: FRE 2200 or equivalent. Meets area 5 AA degree general education requirements.

FRE 2240 Intermediate French Conversation — **3 semester hours**

Course may be taken in conjunction with FRE 2200 or FRE 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his/her comprehension and speaking facility in French to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required FRE 2200 course would allow. Prerequisite: FRE 1100, FRE 1101 or its equivalent. Meets area 5 AA degree general education requirements.

FRE 2400 Advanced Composition and Conversation — **3 semester hours**

For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: FRE 2201 or its equivalent. Meets area 5 AA degree general education requirements

FRE 2401 Advanced Composition and Conversation — **3 semester hours**

For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: FRE 2201 or equivalent. Instructor approval. Meets area 5 AA degree general education requirements.

FRW 2100 Studies in French Literature and Culture — **3 semester hours**

Course enables student to read intelligently classical masterpieces in the literature of France from middle ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

FRW 2101 Studies in French Literature and Culture — **3 semester hours**

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

GEOGRAPHY

GEA 2030 Regional Geography of the Non-Western World — **3 semester hours**

Study of geographical characteristics, area relationships, and major problems of the non-western world's component regions with emphasis on Africa, Asia, Australia, and the Soviet Union. Meets area 5 AA degree general education requirement.

GEA 2040 Regional Geography of the Western World — **3 semester hours**

Study of geographical characteristics, area relationships, and major problems of the western world's component limited to Europe, North and South America, and the Caribbean. Meets area 5 AA degree general education requirements.

GEO 1000 Introduction to Geography — **3 semester hours**

An analysis and human significance of interrelationships of the physical elements of man's natural environment, including climate, weather, land forms, soils, vegetation, minerals, and conversation of natural resources. Meets area 5 AA degree general education requirements.

GEOLOGY

GLY 1010 Physical Geology **3 semester hours**

Study of geologic agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY 1010 are strongly urged to register in the companion lab GLY 1010L. Some senior institutions require a 4-credit geology course. 3 hours weekly. Meets area 4a or 5 AA degree general education requirements.

GLY 1010L Physical Geology Laboratory **1 semester hour**

Study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-hour laboratory weekly. Prerequisite or corequisite: GLY 1010. Fee $7.00.

GLY 1100 Historical Geology **3 semester hours**

Study of the geologic record, including life forms, from pre-cabrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Prerequisites: GLY 1010 and GLY 1010L. Meets area 4a or 5 AA degree general education requirements.

GLY 1100L Historical Geology Laboratory **1 semester hour**

One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Corequisite: GLY 1100. Fee $5.00.

GERMAN

GER 1000 Elementary German Conversation **3 semester hours**

A custom-made course for those residents in the community who require a cursory knowledge of German to help them communicate with German-speaking people. Meets area 5 AA degree general education requirements.

GER 1100 Beginning German **3 semester hours**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and proficiency. Student expected to continue with GER 1101. One hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

GER 1101 Beginning German **4 semester hours**

Continuation of German 1100. Further development of the basic skills. Selected readings. Prerequisite: GER 1100 or its equivalent. One hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

GER 1170 German Study Travel **3 semester hours**

A course designed for students who wish to combine the study of German with subsequent travel to a German-speaking region. Prerequisite: GER 1100 or GER 1003 or permission of instructor.

GER 2200 Intermediate German **3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Prerequisite: GER 1101 or equivalent. Meets area 5 AA degree general education requirements.

GER 2201 Intermediate German **3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course is to give student a necessary background in the culture of Germany and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: GER 2200 or equivalent. Meets area 5 AA degree general education requirements.

GER 2240 Intermediate German Conversation **3 semester hours**

Course may be taken in conjunction with GER 2200 or GER 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his/her comprehension and speaking facility in German to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required GER 2200 course would allow. Prerequisite: German GER 1100-GER 1101 or its equivalent. Meets area 5 AA degree general education requirements.

GEW 2010 Studies in German Literature and Culture **3 semester hours**

A review of the language, philosophy, life and selected writings of the major German-speaking literary artists from the middle high German period to the masters of the twentieth century. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: GER 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

GEW 2011 Studies in German Literature and Culture **3 semester hours**

A review of the literature and culture beginning with the German enlightenment to 1945. This is followed by a more detailed study of the German-speaking peoples' major writings and thoughts since World War II to the present. Humanities credit. Prerequisite: GER 2201 or equivalent. Meets area 2 or 5 AA degree general education requirements.

HISTORY

AMH 2010 History of the United States **3 semester hours**

Designed for a general understanding of U. S. history. Brief review of colonial period and revolution. More intensive study of national leaders, political, social, and economic developments from 1789 to 1865. Nationalism and expansion. Origins and events of the Civil War. Meets area 3 or 5 AA degree general education requirements.

AMH 2020 History of the United States **3 semester hours**

One hundred years of U. S. history from the post-Civil War reconstruction period in the south to our involvement in South Viet Nam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The progressive era; World War I; prohibition; depression and New Deal. The U. S. as leader of the free world. Meets area 3 to 5 AA degree general education requirements.

AMH 2374 History of American Business **3 semester hours**

A history of the development of American business from colonial time to the present with emphasis on the development of transportation, communication, agri-

culture and commerce. Considerable time will be spent on corporations, trusts, monopolies, etc.

AMH 2420 Florida History **3 semester hours**

A survey of Florida from 1492 to the present. Emphasis will be placed on the state's development since the Civil War and its expectations for the future.

AMH 2570 History of The Afro-American **3 semester hours**

A survey of the Afro-American beginning with his/her arrival in colonial America until the present time. Emphasis will be placed on their economic, political and cultural development, and their contributions to our present society.

AMH 2574 Roots **3 semester hours**

An independent study course using the novel *Roots* as base through which to study history. However, the greatest emphasis will be given to an anthology of readings and a study guide. The study guide is used to coordinate the material from the anthology with the novel *Roots*.

EUH 1000 Western Civilization **3 semester hours**

A survey of western civilization from the ancient Near East to the age of Louis XIV. Emphasis will be placed on the social, intellectural, political and cultural forces responsible for western development. Meets area 3 or 5 AA degree general education requirements.

EUH 1001 Western Civilization **3 semester hours**

Continuation of EUH 1000 to the present with emphasis on expansion of the west. Meets area 3 or 5 AA degree general education requirements.

EUH 2572 Russia and the Soviet Union **3 semester hours**

A survey of Russia from the time of Peter the Great until the present with emphasis on the Russian Revolution and the rise of the Soviet state. A considerable portion of the time will be concerned with Soviet international relations since World War II and its place in the power of politics of today.

HIS 2955 History Travel-Study **3 semester hours**

A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included. Prerequisite: permission of instructor.

HIS 2955 History Travel-Study **6 semester hours**

The same general description applies to this course as is given to the history travel-study offered for 3 semester hours. However, a longer itinerary to be visited will necessitate more extensive course requirements.

LAH 1004 The History of the Two Americas **3 semester hours**

The North and South America story, from the day of the Indians through the conquest and colonization of the whites to the beginning of today's revolutions. Meets area 3 or 5 AA degree general education requirements.

LAH 1005 The History of the Two Americas **3 semester hours**

The problems of today in the hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relation in the areas of politics, economy and social structure. Meets area 3 or 5 AA degree general education requirements.

LAH 2021 Latin America **3 semester hours**

Review of Indian culture before 1492, followed by the invasion of the Americas by the forces of western civilization.

LAH 2022 Latin America **3 semester hours**

History of the Latin-American nations from the eve of revolution to the present day. Combines study of developments common to the whole area with case studies in national development. Includes discussion of international relations, particularly with the United States.

REL 2601 Jewish History and Culture **3 semester hours**

A systematic survey of the development of Jewish history and culture from biblical times to the present.

WOH 1300 China Orient, and Africa **3 semester hours**

This course is a survey of the culture and civilization of the non-western world from its earliest beginnings to the present, dealing with the religious, political, social and economic aspects of their societies.

WOH 2240 The Twentieth Century World **3 semester hours**

A survey of the major political forces. Among the topics covered are: the end of European dominance; the rise of totalitarian regimes; the emergent nations; the cold war; and a look toward the 21st century.

HOME FURNISHINGS COURSES

MAR 1930 Seminar I: Marketing in Perspective **3 semester hours**

Students are expected to be working or will be assisted to secure employment in a marketing related occupation. In addition, students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities.

MKA 1131 Interior Decoration I for Marketing **3 semester hours**

A study of the principles of color and design and the historic background of today's decoration. Student will plan the functional arrangement of interior space and coordinate the selection of furniture, draperies, floor coverings, and interior accessories.

HONORS

IDS 1936-39 Honors Interdisciplinary Seminar **3 semester hours**

Honors Interdisciplinary Seminar is open to students who have met the requirements for admission to the Honors Program, and have attended Broward Community College for at least one term or receive permission of the instructor.

Discussions on a chosen subject are led by instructors from various disciplines, as well as by experts from outside the college. Students are required to do the assigned reading, participate in the discussions, do research on one aspect of the general subject and lead at least one discussion. Written work in the form of commentaries and annotated bibliographies is also required.

HOTEL-RESTAURANT-INSTITUTION ADMINISTRATION

FOS 2100 Experimental Foods **3 semester hours**

Laboratory projects testing theories of food preparation, judging of products, and establishing standards,

of foods. Evaluation of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics.

FSS 1120 Food and Beverage Purchasing — **3 semester hours**

Basic information on sources, grades and standards, criteria for selection and purchasing. Estimates of raw materials needed and receiving and storage techniques leading to the development of standards and writing of specifications.

FSS 1221 Volume Foods — **3 semester hours**

Application of principles of cookery to preparation of food in large quantities. Standardization of formulas with reference to quantity, manipulation, time and cost. Menu-making and costing. Student will work in both the foods laboratory and production kitchen. (Two lectures and lab period weekly.)

FSS 1240 Classical Cuisine (Lecture and Demonstration) — **3 semester hours**

Emphasis is placed on upgrading the professional culinary student as to new menu items and correct terminology. Application of standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties and pastry products. The student has the opportunity to observe preparation skills in detail, participate in writing recipes, watching the correct serving techniques and tasting the prepared food. Prerequisite: FSS 1221 or instructor approval.

FFS 2242 International Cuisine — **3 semester hours**

Emphasis is placed on international cookery as it applies to the proper modern menu use and selection. The course will include preparation of cold buffet, entree, dinner accompaniment and flambe desserts. The student has the opportunity to observe preparation skills, writing recipes, watching correct serving techniques and tasting the prepared food. Prerequisite: FSS 1240 or instructor approval.

FSS 2500 Food Service Costing and Controls — **3 semester hours**

A cost managing approach to the study of food and labor controls. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost, pre-control techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management.

HFT 1210 Supervisory Development — **3 semester hours**

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness.

HFT 1320 Engineering and Maintenance — **3 semester hours**

Basic principles of electricity, heating, and air conditioning, kitchen planning and layout, mechanics and plumbing, laundry operations. How to trouble shoot, how to write specifications, how to write and draw plans. Heavy emphasis on the safe, sanitary and efficient operation of a food service and lodging establishment.

HFT 1320L Engineering and Maintenance Lab — **1 semester hour**

Two hours of laboratory weekly to be taken concurrently with HFT 1320.

HFT 1941 Operations and Service Practicum — **6 semester hours**

Full-time "on the job" work experience in an approved segment of the food service/lodging industry coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his/her supervisors. Five written reports commensurate with assigned duties are required.

HFT 2220 Organization and Personnel Management — **3 semester hours**

Organization, supervision and direction of food service/lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotions, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management. Prerequisite HFT 1210 or instructor approval.

HFT 2290 Seminar in Contemporary Problems in Administration — **3 semester hours**

Analysis of selected current major problem areas. Critical review of controls and techniques used to achieve management objectives. Projection of trends into the future and their impact upon the industry.

HFT 2460 Financial Management — **3 semester hours**

A study of accounting systems for the food service/lodging industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management. Prerequisite FSS 2500, ACC 1001 or ACC 2002 or instructor approval.

HFT 2942 Management and Control Practicum — **6 semester hours**

Continuation of HFT 1941 with emphasis on management techniques and control of men, money, and material. Six reports and a weekly seminar period are required within the 500 hours.

HFT 2500 Marketing — **3 semester hours**

How to sell and promote the many services the food service/lodging industries offer guests. How to secure business through a personal selling and all media of advertising and publicity. How to operate a sales and convention department. Prerequisite sophomore standing.

HFT 2600 Law and Insurance — **3 semester hours**

Nature and function of our legal system as it applies to the operation of an inn. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized.

HEALTH, PHYSICAL INSTRUCTION, AND RECREATION

***DAA 1160 Dance (Modern)** — **1 semester hour**

Coeducational.

***DAA 1161 Intermediate Modern Dance** — **1 semester hour**

Prerequisite: DAA 1160. Or instructor's approval. Coeducational.

***DAA 1200 Beginning Ballet** — **1 semester hour**

Basic ballet steps including barre work, center floor movement including adagio and allegro work. Coeducational.

***DAA 1300 Dance (Social)** — **1 semester hour**

Coeducational.

***DAA 1374 Dance (Folk and Square)** — **1 semester hour**

Coeducational.

***DAA 1376 P E Lab Social & Folk Dance** — **1 semester hour**

Open to physical education majors only. Meets three hours weekly. Offered every other year. Coeducational.

***DAA 1560 Beginning Jazz Dance** — **1 semester hour**

Coeducational.

***DAA 2162 Contemporary Dance** — **1 semester hour**

Composition with respect to form, design, dynamics and rhythm. Prerequisite: DAA 1160, 1161. Coeducational.

***DAA 2700 Dance Composition** — **1 semester hour**

Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: DAA 1160, 1161, 2162. Coeducational.

DAA 2840 Ballet Movement for the State — **2 semester hours**

A course designed to teach the beginning actor ballet terminology as it applies to the classic ballet. Each basic movement and step will be practiced as sufficiently as the student's ability will enable him to progress. This movement will be utilized as it applies to the needs of the actor. Open to male or female. A student need not have studied ballet to enroll in this course. (This course will not satisfy the HPR activity credit requirement.)

DAA 2841 Ballet Movement for the State Continued — **2 semester hours**

Continuation of DAA 2840. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement.)

DAA 2842 Ballet Movement for the Stage Advanced — **2 semester hours**

Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPR activity credit requirements.)

†HES 1000 Promoting Personal Health — **1 semester hour**

This course includes a nucleus of topics specific for the certificate or community service program student. The nature of the human body, nutrition, infectious diseases and family planning are discussed.

†HES 1007 Personal and Community Health — **3 semester hours**

The study of health problems relating to the individual community including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Coeducational.

†HES 1400 First Aid and Safety — **3 semester hours**

Accepted practices and training in first aid care of the injured and medical self-help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included.

†LEI 1000 Introduction to Recreation — **3 semester hours**

Acquaints the individual with the recreation organization and opportunities for leaders in the field.

†LEI 1310 Group Leadership — **3 semester hours**

This course deals with the student's obtaining a practical knowledge of group situations and the principles necessary for effective recreation leadership. Coeducational.

†LEI 1700C Recreation for Special Groups — **3 semester hours**

Classroom and laboratory experience will include interaction with special groups. Coeducational.

†LEI 1800C Outdoor Recreation — **3 semester hours**

History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities; emphasis on appreciation of natural resources. Coeducational.

***PEL 1041L Recreational Games** — **1 semester hour**

Coeducational.

PEL 1111L Bowling — **1 semester hour**

Coeducational. Fee $18.00.

***PEL 1121L Beginning Golf** — **1 semester hour**

Coeducational

PEL 1131L Billiards — **1 semester hour**

Includes the science and techniques of standard billiard games. Coeducational.

***PEL 1141L Archery** — **1 semester hour**

Coeducational. $3.00.

PEL 1171L Skeet and Trap Shooting — **1 semester hour**

Fundamentals of skeet and trap shooting and hunter safety training course. Coeducational. Fee $40.00.

***PEL 1211L Softball** — **1 semester hour**

Coeducational

***PEL 1320L Volleyball and Basketball Womens Rules** — **1 semester hour**

Women's rules. Coeducational

***PEL 1341L Beginning Tennis** — **1 semester hour**

Coeducational. (Student must furnish racquet & balls)

***PEL 1421L Handball** — **1 semester hour**

Coeducational (students must supply own gloves)

***PEL 1431L Paddleball** — **1 semester hour**

Coeducational. (Student must supply own paddles)

***PEL 1441L Racquetball** — **1 semester hour**

Coeducational. (Students supply own racquet)

***PEL 1646L Touch Football** — **1 semester hour**

Coeducational.

***PEL 1620L Basketball and Volleyball** — **1 semester hour**

Coeducational. Men's rules only

PEL 2112L Intermediate Bowling — **1 semester hour**

Prerequisite: PEL 1111 or instructor approval. Coeducational. Fee $18.00.

PEL 2122L Intermediate Golf — **1 semester hour**

Coeducational Prerequisite: PEL 1121 or instructor approval.

PEL 2132L Intermediate Billiards — **1 semester hour**

Course will include advanced techniques in snooker, one pocket bank pool, rotation, cribbage, and three cushion billiards. Prerequisite: PEL 1131 or instructor approval. Coeducational.

***PEL 2142L Intermediate Archery** 1 semester hour

Prerequisite: PEL 1141 or instructor approval. Coeducational.

***PEL 2342L Intermediate Tennis** 1 semester hour

Coeducational: Prerequisite: PEL 1341 or instructor approval. (Students furnish own racquet and balls)

***PEM 1011L Therapeutic Physical Education** 1 semester hour

Modified exercise, activities, and sports that provide therapeutic and relaxation techniques with emphasis on the diagnosis and remediation of motor disabilities. Activities include passive, active and resistive exercises; elementary tumbling and gymnastics; bowling or badminton; basketball and/or volleyball. If the disabling condition warrants development of locomotor skills, activities of daily living will be included to enhance locomotion. Must have instructor approval to enter class.

***PEM 1102L Conditioning** 1 semester hour

Coeducational.

***PEM 1107L Slimnastics** 1 semester hour

Coeducational.

PEM 1121L Yoga Exercises 1 semester hour

Coeducational.

***PEM 1131L Weight Training** 1 semester hour

Coeducational.

***PEM 1201L Beginning Gymnastics** 1 semester hour

Men's routines only: coeducational

***PEM 1201L Beginning Gymnastics** 1 semester hour

Women's routines only: Coeducational.

***PEM 1403L Unarmed Defense** 2 semester hours

Introduction to different areas of self-defense developing fundamental knowledge of defense tactics and restraints. Police academy students only.

***PEM 1405L Unarmed Defense** 1 semester hour

Introduction to different areas of self defense at developing fundamental knowledge of defense tactics and restraints. Coeducation.

***PEM 1461L Fencing** 1 semester hour

Coeducational.

***PEM 2132L Intermediate Weight Training** 1 semester hour

Prerequisite: PEM 1131 or instructor approval.

***PEM 2202L Intermediate Gymnastics** 1 semester hour

Coeducational. Prerequisite: PEM 1201 or instructor approval.

***PEM 2462L Intermediate Fencing** 1 semester hour

Coeducational. Prerequisite: PEM 1461 or instructor approval.

***PEN 1121L Beginning Swimming** 1 semester hour

Coeducational.

***PEN 1122L Intermediate Swimming** 1 semester hour

Coeducational.

***PEN 1151L Beginning Diving** 1 semester hour

The principles of board work, flight, and entry into the water will be taught. Coeducational.

***PEN 1211L Beginning Water Skiing** 1 semester hour

Prerequisite: know how to swim. Coeducational. Fee $35.00.

***PEN 1231L Beginning Basic Sailing** 1 semester hour

The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable use of a sailboat. Coeducational.

***PEN 2113L Advanced Life Saving** 1 semester hour

Instructor's approval required. Coeducational.

***PEN 2123 Swimming III Advanced Swimming** 1 semester hour

***PEN 2135L Scuba Diving,** 1 semester hour

Instructor's approval required. Coeducational. Fee $35.00. Must furnish own mask, snorkel, fins.

***PEN 2212L Intermediate Water Skiing** 1 semester hour

Prerequisite: Water skiing PEN 1211, or experienced on slalom. Coeducational. Fee $35.00.

***PEN 2232L Intermediate Sailing** 1 semester hour

Prerequisite: PEN 1231 or approval of instructor. Coeducational

PEN 2236L Sailing Racing Clinic 1 semester hour

Coeducational Instructor approval.

PEN 1520L Casting and Angling 1 semester hour

Course includes techniques and fundamentals for baitcasting, spincasting, spinning, and fly casting, surf spinning and casting; also fishing field trips. Coeducational.

†PEO 1003C Sport Officiating 3 semester hours

Theory and practice of officiating in selected sports. Federation rules, football, basketball, baseball, Coeducational.

†PEO 1003C Sport Officiating 3 semester hours

Theory and practice of officiating in selected sports such as volleyball, basketball and softball. National association for girls and women in sports rules. Coeducational.

***PEO 1341L HPR Lab Archery and Tennis** 1 semester hour

Open to P.E. majors only. Meets 3 hrs. weekly. Offered every other year. Students. supply own racquet and ball.

***PEO 2321L P E Lab Volleyball and Basketball** 1 semester hour

Open to physical education majors only. Meets three hours weekly, offered every other year. Coeducational.

***PEP 2201L P E Lab Gymnastics** 1 semester hour

Open to P.E. majors only. Meets three hours weekly. Coeducational. Offered very other year.

***PEQ 1101 HPR Lab Aquatics** 1 semester hour

Open to P.E. majors only. Meets three hours weekly. Coeducational. Offered every other year.

***PEQ 2115L Instructor Course (Swimming)** **1 semester hour**

Instructor's approval required. Prerequisite: PEN 2113. Coeducational.

PEQ 2232L Small Craft—Instructor **1 semester hour**

This program enables a qualified person to teach sailing and issue basic I and II awards. Each graduate would receive his American National Red Cross instructor's card. Prerequisite: Permission from instructor.

†PET 1000 Introduction to Physical Education **3 semester hours**

Course gives the prospective teacher early in his training, some understanding of what is involved in the profesion and an adequate preparation for teaching. Coeducational.

*P.E. on campus activities require a $2.00 general lock and towel fee.

†Not classified as an activity course.

INSURANCE

RMI 2015 Principles of Risk Management and Insurance **3 semester hours**

This course includes the study of the risk management framework and procedures for identifying and evaluating property, income, liability, and personal loss exposures. The general guidelines for selecting the most appropriate risk management techniques will be explored together with the general characteristics of risk control and risk financing techniques. The insurance environment will be discussed together with basic legal concepts and the fundamentals of insurance contracts. (Preparation for CPCU Course I.)

RMI 2013 Personal Risk Management and Insurance **3 semester hours**

This course applies the risk management process and concepts to individual and family loss exposures. A detailed study of personal property, liability, life, and health contracts will be made. Readings and case studies are included illustrating the role of property and liability insurance, life and health insurance, social insurance, employee benefits, and coordinated insurance buying in personal risk management. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 2.)

RMI 2014 Commercial Property Risk Management and Insurance **3 semester hours**

This course applies the risk management process to the analysis of commercial property loss exposures. Fire and allied lines policies and property forms are studied in detail. Exposures and insurance policies for business interruption and other indirect income and loss expenses, ocean marine, inland, marine, bailments, crime, and employee dishonesty are also studied in detail. Emphasis is also placed on controlling property losses and their effects. The literature, including case studies, focuses on the various property loss exposures and alternative methods of treatment in addition to the detailed analysis of insurance coverages. Prerequisite: RMI 2300 or permission of instructor. (Preparation for CPCU Course 3.)

RMI 2225 Commercial Liability, Risk Management and Insurance **3 semester hours**

This course applies the risk management process and concepts to the analysis of commercial liability loss exposures. The literature, including case studies, focuses on the various liability loss exposures which confront firms, and analyzes those exposures and alternative methods of treatment, including a detailed analysis of insurance coverages. A detailed study is made of insurance contracts covering automobile liability, liability arising out of premises and operations, contractual and independent contractor's exposures, products and completed operations, employer's liability and worker's compensation, professional liability, aviation exposures, and surety bonding. Survey cases, including material covered in the previous commercial property loss exposure course, (CPCU Course 3) are included on commercial property and liability loss exposures and their treatment. Prerequisite: RMI 2217, or permission of instructor. (Preparation for CPCU Course 4.)

RMI 2702 Insurance Company Operations **3 semester hours**

This course includes a detailed analysis of insurer functions and activities. Included are product design; marketing; distribution methods; loss control activities; underwriting of property, liability, and multiple lines insurance; reinsurance; the claims functions and the study of adjusting of both property and liability claim; and rate-making in property, liability, and multiple lines insurance, including schedule rating, experience rating, and retrospective rating plans. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 5.)

RMI 2402 The Legal Environment of Insurance **3 semester hours**

The study of the basic principles of law and their application to insurance situations. The legal principles involved in sales and secured transactions, partnerships, corporations, commercial paper, real and personal property, and bailments will be studied together with consumer and administrative law. Special emphasis will be placed on the areas of contract law and agency law with applications to insurance law and situations. (Preparations for CPCU Course 6).

MAN 2015 Management **3 semester hours**

This course will cover the application of general management principles to the insurance industry and includes an introduction to management information systems. Organizational design, planning, control, motivation, leadership, group behavior, communications, and decision making will be studied theoretically and by using case studies. Experiential exercises in all areas will allow students to apply the knowledge gained to actual insurance industry management situations and problems. (Preparation for CPCU Course 7).

ACC 2023 Accounting and Finance **3 semester hours**

This course includes the study of both financial and managerial accounting, reviewing the accounting cycle, preparation and analysis of financial statements, and the major areas of managerial accounting to teach the student how to use accounting data in managerial decision-making. It also includes the study of corporate and business finance, financial planning and control, investment decisions, sources of financing, financial leverage, debt management, and dividend policies. Approximately one-third of this course will specifically relate to insurance accounting and finance including valuation of insurance company balance sheet items, revenues and expenses, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8).

ECO 2025 Economics **3 semester hours**

This course includes both macro and micro economic principles and analysis. Areas covered include the economic behavior and nature of an enterprise economy, the market mechanism, tools of economic analysis,

national income, accounting and analysis, money and banking, income distribution, problems of inflation and unemployment, and international economics. Micro-economic studies include prices and allocations, the competitive firm, monopolies, oligopolies, pricing problems, the market for factors of production, the problem of big business, and economics and the environment (Preparation for CPCU Course 9).

RMI 2295 Insurance Issues and Professional Ethics — **3 semester hours**

The major portion of this course will analyze significant problems and issues which impact on the insurance industry. Concluding assignments will focus on professional ethics in general and The American Institute Code of Professional Ethics in particular. Readings concentration on such problems as unfair discrimination in property-liability rating, open rating, government insurers, captive insurers' role in risk management, wrap-up insurance programs, worker's compensation, international insurance markets, insurance and inflation, professional liability, and the effects of current trends in tort law on insurance. (Preparation for CPCU Course 10). It is *strongly recommended* that this course be taken last, or concurrently with any remaining CPCU Course work, due the fact that Course 10 assumes a knowledge of the material covered in Courses 1 through 9.

ACC 2009 Accounting and Finance — **3 semester hours**

Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. The accounting process from the recording of a business transaction in the books of account to the final preparation of financial statements. Various sources of short-term, intermediate-term, and long-term funds available to business enterprise. (Preparation for C.L.U. course HS 305.) Recommended prerequisite: ECO 2005.

ECO 2005 Economics — **3 semester hours**

Economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance. The changes in economic conditions on financial decisions relating to life insurance, pensions, and other financial media. (Preparation for C.L.U. course HS 304.)

FIN 2110 Investments and Family Financial Management — **3 semester hours**

Various aspects of investment principles and their application to family finance. Yields, limited income securities, investment markets, and valuation of common stock. Also family budgeting, property and liability insurance, mutual funds, variable annuities, and aspects of other investment media. Financial counseling in setting financial objectives and allocating available resources in a manner consistent with risk preferences. (Preparation for C.L.U. course HS 306.) Recommended prerequisites or corequisites: ECO 2005 and ACC 2001.

MAN 2003 The Process of Management — **3 semester hours**

Introduction to the study of management and managerial problem-solving. The major functions in the management process are explored. Cases based on actual organizational experience, including that within the insurance industry, provide opportunities to apply concepts in solving management problems. (Preparation for I.I.A. MGT 41). (Note: Credit will not be allowed for both this course and MAN 2000.)

MAN 2001 Management in a Changing World — **3 semester hours**

This course examines the mutual influences of managerial activities and the broader society. Emphasis is placed on the forces to which the manager must respond including changes within people as well as technological developments. Emerging trends in managerial practices and managerial thinking are studied for their usefulness in preparing to meet the leadership needs of change-dominated organizations in the future. (Preparation for I.I.A. MGT 44).

MAN 2100 Management and Human Resources — **3 semester hours**

Course develops an understanding of human behavior within organizations, drawing upon the behavioral sciences to provide analytical tools and ways of studying behavior within organizational settings. Case studies are used to emphasize the search for ways the manager can act effectively to achieve organizational goals by influencing organization members. (Preparation for I.I.A. MGT 42).

MAN 2810 Managerial Decision Making — **3 semester hours**

This course develops a systematic framework for the evaluation of decisions. Particular attention is given to the human decision process, and to the sources of inaccuracy and error in the making of decisions. The organizational decision making process, including the computer's role in such decision making, is treated. The managerial significance of the topics is stressed rather than the procedures themselves so that knowledge of statistics or advanced mathematics is not required. (Preparation for I.I.A. MGT 43).

RMI 1001 General Insurance — **3 semester hours**

This course is an introduction to the topic of risk and insurance. The origins and evolution of insurance are discussed. The range of types of insurors are studied as well as the variety of coverages in showing the relationship of insurance to business activity and the national economy. To give the student (primarily as a consumer) a working knowledge of basic insurance contracts, the coverages and provisions of life, health, property, and liability policies for individuals are emphasized. Commercial property and casualty insurance is surveyed as are the functional areas of underwriting, rating, and adjusting. Special consideration is given to current topics such as Florida's "no fault" auto law, flood insurance, qualifications for agents and solicitors, government regulation of insurance, and recent changes by judicial decision or legislation affecting insurance.

RMI 1090 Solicitors Qualification Course — **7 semester hours**

An introduction to the principles of risk and insurance. Primary emphasis is placed on understanding coverages, policy provisions and concepts common to property and automobile insurance, law of negligence and affiliated concepts. Upon successful completion of this course, a student has met the educational qualification to sit for the Solicitor's exam. Recommended Prerequisite: RMI 1001.

RMI 1160 Personal Life Insurance Marketing — **4 semester hours**

Course covers concept of life insurance as property—detailed study of the life insurance contract and its flexibility versus other means of savings and investment; the development of necessary characteristics of successful career agents; and the rules of selling with special emphasis on overcoming the prospect's psychological barriers and on total needs selling. (Preparation for LUTC Part I) Prerequisite: RMI 1001 or permission of the instructor.

RMI 1721 Business Life Insurance Marketing — 4 semester hours

Course emphasizes problems caused by death of a business owner (sole proprietor, partner, or stockholder or close corporation.) Federal taxation of business owners and organization and insurance premiums and proceeds is studied together with sales oriented study of the federal estate tax, gift taxes, income taxes, IRA, Keogh, taxsheltered annuities, pension and profit-sharing plans, and group insurance. Includes split-dollar and deferred compensation for key persons; business continuation through buy-sell agreements funded by life insurance; and sales-oriented review of wills, intestacy laws, joint ownership, trusts, gifts, and estate problems. (Preparation for LUTC Part II) Prerequisite: RMI 1160, or permission of instructor.

RMI 1722 Disability Income Marketing — 2 semester hours

Course emphasis is on the infinite needs and types of disability income coverages for individuals, business owners, and key personnel. Marketing emphasis placed on impact of programming income needs, interview psychology, and training client objections into stepping stones for closing sales. Idea stimulating case histories and action projects allow students to apply marketing techniques and ideas immediately. (Preparation for LUTC Part III) Prerequisite: RMI 1001, or permission of instructor.

RMI 1723 Equities Marketing — 2 semester hours

The essentials of equity products and the costs of investing. Emphasis on mutual funds and variable annuity sales including how the products differ, tax consequences, flexibility and ~surances, which product to recommend based on concept of a product or service for every need. Includes accumulation plans, withdrawals, one-time purchase, income funds, and deferred annuities. Discusses correlation of Social Security, taxes, and retirement aspects of financial planning, split-funded plans, deferred taxes, Keogh, and trusts. (Preparation for LUTC Part IV) Prerequisites: RMI 1160 and RMI 1721, or permission of the instructor.

RMI 2010 Principles of Risk and Insurance — 3 semester hours

This course is primarily concerned with developing an understanding of the basic principles of risk and insurance as well as the nature and operation of the insurance business. Understanding is developed in the fundamental areas of: indemnity, insurable interest, negligence, co-insurance, subrogation, proximate cause, requisites of an insurable risk, probability, and many others. Important functional areas of rating, underwriting, and adjusting are considered as well as the subjects of regulation, reinsurance, powers and functions of insurance agents and brokers, company organization, and many other aspects of the insurance business. (Preparation for I.I.A. INS 21) prerequisite: RMI 1001; RMI 2219; RMI 2112; or permission of instructor.

RMI 2012 Structure of the Risk Management Process — 3 semester hours

Against background of the principles of general management and the objectives of a business organization, this course presents the steps in the risk management decision-making process. Procedures for identifying and evaluating property, income, liability, and personnel loss exposures are detailed. The general characteristics of the various risk control and risk financing techniques are explored. The course concludes with guidelines for selecting the most appropriate risk management techniques for each exposure and demonstrates how proper risk management contributes to achieving the organization's overall objectives. (Preparation for I.I.A. RM 54) prerequisite: RMI 1001, or RMI 2010; or permission of instructor.

RMI 2110 Economic Security and Individual Life Insurance — 3 semester hours

This course lays the economic and ethical foundation on which the life and health insurance business is based. It includes economic security needs, human behavior, professionalism and ethics in life and health insurance. Also familiarizes students with individual life, health and annunity contracts, and life insurance programming. Types of insurers, investments, financial statements, risk selection, taxation and regulation of companies are also covered. (Preparation for C.L.U. course HS 301.)

RMI 2112 Casualty, Health, and Life Insurance — 3 semester hours

Principal emphasis in this course is placed on understanding coverages, policy provisions, and concepts pecular to the common casualty, surety, and multiple-line contracts, as well as life and health contracts. (Preparation for I.I.A. INS 23) prerequisite: RMI 1001; RMI 2010; RMI 2219 or RMI 2280 and RMI 2260; or permission of the instructor.

RMI 2118 Income Taxation — 3 semester hours

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. Also, the income taxation of transactions involving annuities as well as life and health insurance. (Preparation for C.L.U. course HS 307.)

RMI 2130 Group Insurance & Social Insurance — 3 semester hours

Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Also, various governmental programs related to the economic problems of death, old age, unemployment, and disability. (Preparation for C.L.U. course HS 303.) Recommended prerequisite or corequisite: RMI 2110 and RMI 2430.

RMI 2150 Pension Planning — 3 semester hours

Basic features of pension plans. Cost factors, funding instruments, and tax considerations involved in private pensions, profit-sharing plans, and tax-deferred annuities. Also, thrift and savings plans and plans for the self-employed. Effect of Employees Retirement Income Security Act of 1974 on covered areas. (Preparation for C.L.U. course HS 308.) Recommended prerequisite: RMI 2118.

RMI 2091 Agents & Solicitors Course — 17 semester hours

An in depth study of insurance theory, regulation, and policy coverages. Upon successful completion of this course the student has met the educational qualifications to sit for the General Insurance Agent's or Solicitor's Exam. Recommended Prerequisite: RMI 1001.

RMI 2219 Property and Marine Insurance — 3 semester hours

Primary emphasis in this course is placed on understanding coverages, policy provisions, and concepts common to property and marine insurance. Contracts and forms will be analyzed and studied, ranging from standard fire policy to the property and inland marine coverages provided by multiple-line contracts. (Preparation for I.I.A. INS 22) prerequisite: RMI 1001; RMI 2010; RMI 2112; or RMI 2260; or permission of the instructor.

RMI 2260 Principles of Insurance & Liability Claim Adjusting — 3 semester hours

This course considers the important functional areas of rating and underwriting, as well as the subjects of regulation, reinsurance, and company organization. Basic liability claim adjustment is explored, including

a study of the legal liability hazard, and the investigation, evaluation, negotiation, and settlement of general and automobile liability claims, and automobile physical damage losses. Special attention is given to the Florida "no fault" law and to the subject of understanding human behavior of claiments. (Preparation for I.I.A. ADJ 32) prerequisite: RMI 1001; RMI 2280; or permission of instructor.

RMI 2262 Introduction to Property and Liability Adjusting — **3 semester hours**
This course includes the property loss adjustment topics from RMI 2288 and the liability claim adjustment topics from RMI 2260 for students previously completing RMI 2010 covering the principles of risk and insurance and associated topics. (Preparation for I.I.A. ADJ 37) prerequisite: RMI 2010, or permission of instructor.

RMI 2271 Liability Insurance Adjusting — **3 semester hours**
Covers the concepts of legal duty, breach of legal duty, and concepts of damages. Also considered are an introduction to medical knowledge needed by adjusters, a study of adjuster-lawyer, and adjuster-physician relationships, and special problems of settlement of worker's compensation claims. Investigation and evaluation problems are examined at a more advanced level than previous courses in the program. (Preparation for I.I.A. ADJ 36) prerequisite: RMI 2260 and RMI 2112; or permission of instructor.

RMI 2280 Principles of Insurance & Property Loss Adjusting — **3 semester hours**
This course explores many of the principles basic to the entire field of insurance in addition to developing an understanding of the fundamental areas of indemnity, requisites of an insurance risk, probability, and many others, emphasis is placed on the adjustment process. Claim analysis, claim reporting, estimation of building losses, construction costs, as well as personal property loss adjustment are studied. (Preparation for I.I.A. ADJ 31) prerequisite: RMI 1001; RMI 2260; or permission of instructor.

RMI 2281 Property Insurance Adjusting — **3 semester hours**
Covers in more depth than previous courses the subjects of apportionment, insurable interest, limitations on the amount of insurer's liability (including replacement cost and contribution), and estimating. Special consideration is given to adjustment of building losses (including valuation), merchandise and fixture losses, reporting form losses, and business interruption losses. (Preparation for I.I.A. ADJ 35) prerequisite: RMI 2280 and RMI 2219; or permission of instructor.

RMI 2320 Business Insurance — **3 semester hours**
Business uses of life and health insurance, including proprietorship, partnership and corporation continuation problems and their solutions through the use of buy-sell agreements properly funded to preserve and distribute business values. Other business uses of life and health insurance, such as key man insurance, nonqualified deferred compensation plans and split-dollar plans. Also covered are corporate recapitalizations, professional corporations, and business uses of property and liability insurance. (Preparation for C.L.U. course HS 309.) Recommended prequisites or corequisites: RMI 2118 and RMI 2150.

RMI 2340 Risk Control — **3 semester hours**
This course focuses on the best use of risk control techniques. Drawing on the guidelines developed in RMI 2012, a detailed study is made of when and to what extent each risk control technique should be employed, how each should be monitored for control and coordination of the total risk management effort. (Preparation for I.I.A. RM 55) prerequisite: RMI 2012.

RMI 2360 Risk Financing — **3 semester hours**
This course concentrates on the selection, administration, and monitoring of the methods by which an organization can obtain funds to finance the restoration of those losses which it incurs. Risk financing techniques are investigated with attention directed primarily to risk retention (including retention through a captive insurer), use of credit to restore losses and commercial insurance. The financial and economic guidelines from RMI 2012 are again applied (more rigorously) to such topics as setting the amounts of self-insured retention, negotiating with admitted and non-admitted insurers, and coordinating self-insurance with commercial insurance. (Preparation for I.I.A. RM 56) prerequisite: RMI 2012.

RMI 2430 Life Insurance Law and Mathematics — **3 semester hours**
Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance as related to premiums, reserves, nonforfeiture values, surplus and dividends. (Preparation for C.L.U. course HS 302.) Recommended prerequisite: RMI 2110.

RMI 2731 Principles of Property and Liability Underwriting — **3 semester hours**
This course introduces students to underwriting decision making on two levels individual risk underwriting and the underwriting management of an entire book of business. A discussion of the underwriting function, its nature, purpose, and organization, is followed by an analysis of the underwriting decision making process. Course also examines underwriting fundamentals from contract analysis, loss control, reinsurance, and necessary numerical tools, to rate making and pricing. The way the underwriting decision making process operates in the modern, changing insurance environment is also explored. Prerequisite: RMI 2010, RMI 2219 and RMI 2112; or RMI 2049, or permission of department head. (Preparation for I.I.A. UND 61).

RMI 2732 Commercial Property & Multiple-Lines Underwriting — **3 semester hours**
This course will examine in detail the application of the underwriting decision making process to commercial property risks. Heavy emphasis will be placed on the analysis of frequency and severity of fire and other perils, real and personal property exposures and protection, indirect and consequential loss exposures, and marine risks. The course also includes actual case studies involving package policies and large property risks. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 64.)

RMI 2733 Commercial Liability Underwriting — **3 semester hours**
Following a discussion of the commercial enterprise and legal foundations, students will explore in depth the application of the underwriting decision making process to commercial liability risks. This exploration will include case studies on commercial auto, general liability, products liability, workers' compensation, professional liability, surety bonding, the use of surplus lines and reinsurance, and the handling of both special accounts and large risks. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 63).

RMI 2734 Personal Lines Underwriting — **3 semester hours**
This course provides students with the opportunity to study the underwriting decision making process in a

detailed and challenging way as it applies to personal lines problems and situations. Using case studies, an in depth analysis of underwriting factors and pricing of private passenger auto, homeowners, and other personal lines comprises the first part of the course. In addition, students will explore such subjects as personal lines underwriting and the computer, account underwriting, and producer relations. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 62).

RMI 2800 Estate Planning and Taxation — **3 semester hours**
Estate and tax planning, emphasizing the nature, valuation, disposition administration, and taxation of property. The use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment, wills, lifetime gifts, and the marital deduction. Also, the role of life insurance in minimizing the financial problems of the estate owner. The capstone learning experience of the CLU diploma program. Knowledge acquired in other CLU courses is necessary for students to have a rewarding and successful learning experience in this course. (Preparation for C.L.U. course HS 310.) Required prerequisites or corequisites: RMI 2110 through RMI 2320, or credit for C.L.U. national examination for those courses.

JOURNALISM

MMC 1000 Survey of Mass Communications — **3 semester hours**
Introductory course in mass communications dealing with history, comparative foreign press, process and effect, opportunities in and responsibilities of various media. Open to freshmen.

JOU 1100 Writing for Mass Communications — **3 semester hours**
Pre professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, what is news, types of stories, organization of stories, policy and libel. Prerequisite: eligibility for ENC 1103. Typing.

JOU 1207L Magazine Production — **3 semester hours**
Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques.

JOU 1420L Newspaper Practicum I — **1 semester hour**
Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 1100.

JOU 1421L Newspaper Practicum II — **1 semester hour**
Continuation of JOU 1420. Prerequisite: JOU 1420.

JOU 1440L Magazine Practicum I — **1 semester hour**
Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU 1207, or JOU 2600, or JOU 2203, or ENC 1613, or ART 1201.

JOU 1441L Magazine Practicum II — **1 semester hour**
Continuation of JOU 1440. Prerequisite: JOU 1440.

JOU 2200 Basic Newspaper Editing — **3 semester hours**
Course provides instruction and practical experience in copy editing, teletype editing, rewriting, copy preparation, headline writing, page layout for both news and advertising, picture cropping and scaling and cutlines. Prerequisite: JOU 1100.

JOU 2203 Magazine Editing — **3 semester hours**
Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing. Prerequisite: JOU 1100 or ENC 1613.

ADV 2303 Newspaper Advertising — **3 semester hours**
A course in campaign planning, layout, illustration, copywriting, headlines and titles, economics of advertising, typography, value of advertising in the American economy, agency organization, history and ethics.

JOU 2600 Photographic Journalism Techniques — **4 semester hours**
Course teaches the photograph as a communications medium, its purposes and advantages. It deals with law, taste, sensitivity, responsibility, mechanics of layout, of placement and of cropping. Work includes practical experience in photo essays, spot news, novelty pictures, black and white and color and cutlines. Basics in filing, reference, and the morgue are included. Three hours lecture and two hours lab.

LANDSCAPE TECHNOLOGY

HOS 1002 Horticultural Botany — **4 semester hours**
Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy, and morphology of the higher plants. Three hour lecture, one two hour lab weekly. Term I.

HOS 1031 Horticultural Practices — **3 semester hours**
The practices and procedures used in growing and managing landscape plants in south Florida. The student will take part in transplanting, fertilizing, soil sampling, mixing soils and pruning as well as other horticultural procedures. One six-hour lab per week. Field trips will be required. Term II.

HOS 1041 Subtropical Horticulture — **3 semester hours**
An introduction to the principles of horticultural science with emphasis on the fundamental plant processes as limiting factors to plant growth. Water, temperature, light and essential elements as related to plant growth, propagation and management. One three hour lecture weekly with occasional field trips. Term I.

HOS 2055 Retail Nursery Certificate — **3 semester hours**
This course is designed to prepare students for the retail nurseryman's certification test. Topics to be covered include salesmanship, plant growth and development, soils, plant pests, state regulations weed control, home landscaping, watering practices, and landscape plants. Some familiarity with ornamental plants and nursery practices is assumed.

FRC 1004 Subtropical Fruit Culture — **4 semester hours**

ORH 1510 Landscape Plant Identification I — **3 semester hours**
Plants and trees commonly used in south Florida landscapes, approximately 200 species and varieties

will be covered. One hour lecture and one 3 hour lab weekly with occasional field trips. Term I.

ORH 1511 Landscape Plant Identification II — **3 semester hours**
The identification and landscape use of ornamental vines, palms, shrubs and trees commonly used in south Florida landscapes. One hour lecture and one 3 hour lab weekly with occasional field trips. Term II.

ORH 2220 Turf-Grass Management — **3 semester hours**
A practical approach to the principles of turf-grass management and their applications in the field. The areas of study will be the nature of the turf-grass industry, characteristics and adaptations of southern grasses, establishment and maintenance of turf, the care and operation of turf equipment and turf pests. One three hour lecture weekly with occasional field trips. Term II. Not required for A.S. degree.

ORH 2512 Landscape Plant Ident III — **3 semester hours**
The identification and landscape use of ornamental plants of more recent introduction and development in south Florida and certain specialized horticultural crops. One three hour lecture in field weekly with occasional field trips. Term I.

ORH 2820 Horticultural Practices II — **3 semester hours**
Basic principles and practices involved in: 1) the cultural adaptations, production and management of south Florida turf grasses; 2) all phases of weed control; 3) irrigation design and installation, and; 4) introduction to operation, maintenance and minor repair of equipment used in the horticultural industry. Two three hour labs per week. Term I.

ORH 2831 Landscape Design — **4 semester hours**
Introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plans. Two-three hour laboratories weekly and occasional field trips. Prerequisite: ORH 1510 and ORH 1511 or permission of Department Head. Term II.

ORH 2841 Landscape Installation Certification — **3 semester hours**
The techniques involved in proper selection, preplanting, the post-planting of landscape plants and materials. The proper and safe use of landscaping tools and equipment will also be stressed. This course leads to eligibility to take the certification exam given by the Florida Horticultural Industries Certification Board.

ORH 2862 Landscape and Turf Business Administration — **3 semester hours**
Studies in the basic nature of horticultural services: retail, wholesale and service organizations. Site selection, business and labor management, production, cost analysis, insurance, law, taxation and other areas will be discussed with businessmen in the field. One three hour lecture weekly with occasional field trips. Term II.

ORH 2890 Horticultural Seminar — **1 semester hour**
Analysis of selected current problem areas in horticulture and related subjects. Term I.

ORH 2896 Field Service I — **3 semester hours**
One summer's practical experience in an approved commercial business. Total employment to be no less than 30 hours weekly for 6 weeks. Technical report required. Term III-A.

ORH 2897 Advanced Field Service — **3 semester hours**
One term of part-time, on-the-job, practical experience in an approved commercial business. Total part-time employment to be no less than 12 hours weekly and no more than 18. Technical report required. Term II.

PLS 2600 Weed Identification and Control — **3 semester hours**
Identification and methods of control of terrestial and aquatic weeds of southern Florida commonly found in landscapes, field and container nurseries, and turfgrasses and aquatic areas. Calibration use and preventative maintenance of pest control equipment will also be discussed. Two three-hour lectures per week and three field trips. Term III-A. Not required for A.S. degree.

PMA 2003 Plant Pest Control — **4 semester hours**
The identification and chemical and biological controls of insects and diseases affecting the ornamental plants and turf grasses of south Florida and will be stressed along with the proper use of all necessary mechanical equipment. One three-hour lecture weekly with occasional field trips. Term I.

SOS 1102 Soils and Fertilizers — **3 semester hours**
The study of the complex problems and use of existing soils in south Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of various soil amendments will also be discussed. One three-hour lecture weekly with occasional field trips. Term II.

MANAGEMENT COURSES

MAN 1590 Fundamentals of Material Management — **3 semester hours**
A survey course designed to provide an introduction and overview to the field of material management and physical distribution. Topics covered include production and inventory control, purchasing, transportation, warehousing and materials handling, order processing, communications, and problems and issues related to the field.

MAN 1591 Inventory Control for Material Managers — **3 semester hours**
An overview of the dynamics of managing inventory in the constantly changing industrial and commercial environment. Topics include forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation and the relationships of inventory control to marketing management and production control.

MAN 1592 Material Handling and Packaging — **3 semester hours**
A course designed to present material handling and packaging as tools for use in a total system of material management. Material handling concepts include palletization, containerization, conveyor systems, fully automated warehousing, and integrated production lines. Packaging is treated as a function with ramifications far beyond the mere protection of a product.

MAN 1593 Production Control Concepts — **3 semester hours**
A course devoted to describing the development, scope, and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine loading and materials requirements planning, and other techniques, functions, and activities which are implicit in this aspect of material management operations.

MAN 1594 Advanced Production Control — **3 semester hours**
An advanced course building upon the concepts developed in MAN 1593. Production forecasting, shop

loading, capacity planning, shop floor control techniques, short interval scheduling, and job shop versus continuous flow systems are considered. Further attention is devoted to requirements for material planning.

GEB 1001 Introduction to Business — **3 semester hours**
Basic study of the nature of business activity in relation to the economic society in which we live and how it is owned, organized, managed and controlled. Course content designed to give special emphasis on business vocabulary and career opportunities by surveying various areas of specialization as to personal characteristics and training.

MAN 2000 Introduction to Management — **3 semester hours**
Reflects current theory and research in stressing the concepts and analysis of principal phases of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control and their application to business decisions. Integrates new developments in the behavioral sciences and quantitative techniques.

MAN 2300 Personnel Administration — **3 semester hours**
Practices of personnel administration are studied including the formulation and application of personnel policies as a means for creating an effective working force within an organization. Covered are job analysis and evaluation, recruiting, selecting and training employees.

MAN 2342 Principles of Supervision — **3 semester hours**
Includes principles and necessary techniques of supervision, importance and place of supervision in the business organization, and the handling of human relations with employees, fellow supervisors and higher management in business, including manufacturing and construction industries.

MAN 2343 Women in Supervision — **3 semester hours**
This course is designed to provide business women with supervisory skills they can effectively apply throughout their careers. This course covers women in leadership and a woman in a world dominated by men with emphasis on planning, organization, staffing, directing, controlling and labor relations.

MAN 2349 Seminar in Supervision — **1 semester hour**
Includes conference and lecture sessions covering: management fundamentals, organization dynamics. Methods of work proficiency and rules, discipline, tardiness and absenteeism as topics related to the contemporary supervisor. Students anticipating transfer must complete the series of one hour courses, seminar in Supervision I, seminar in Supervision II, and seminar in Supervision III.

MAN 2500 Production Management — **3 semester hours**
A study of the various phases of production control and the elements which contribute to a successful operation. Production forecasting, product development, control of materials, routing, scheduling and follow-up are studied in sequence in terms of their significance and their relationship to production control.

MAN 2595 Forecasting — **3 semester hours**
A course describing the nature and purpose of efforts directed toward forecasting material requirements. Content includes statistical and other forecasting techniques, simulation, linear programming, modeling, and mathematical techniques.

MAN 2800 Small Business Management I — **3 semester hours**
An introduction to small business management covering the role of small business in our economy; development of a management philosophy for the entrepreneur including general functions of management; factors in business failure and success; problems in initiating a business including the legal, financial, facility and planning aspects.

MAN 2801 Small Business Management II — **3 semester hours**
A continuation of small business management covering financial and administrative control, budgeting, reporting, business risks and types of insurance; development of marketing and credit policies; developing management and business operational policies including employee relations, vendor relations and inventory management; and understanding of legal government relationships.

MAN 2809 Seminar IV: Small Business Administration (MGMNT) — **3 semester hours**
This course is designed for the individual who is interested in establishing his/her own business. Emphasis on business law, accounting, recruiting and supervising employees and decisions related to setting up and operating a small business while being employed at his/her training station. Projects will include contact with owners of small businesses and a comprehensive project on how to set up his/her own business.

MARKETING

MAR 1011 Principles of Marketing — **3 semester hours**
Study of company management areas dealing with the broad problem of sales. Emphasis given to the kind of decisions for which the marketing manager is responsible: pricing, advertising, and other promotion, sales management; the kind of products to be manufactured; and the marketing channels to be used.

MAR 1101 Salesmanship — **3 semester hours**
This course is a combination of principles and techniques of selling. It recognizes why, as well as what, how and when. The principles which receive emphasis are basic and lasting; they are the principles which students will apply in business. The course seeks to describe persuasion on a moral and ethical foundation as a powerful tool which is needed universally.

MKA 2102 Retailing — **3 semester hours**
An introduction to the management functions unique to retail store operations. Subject areas include department store organization, low margin retailers, store location and layout, shopping centers, and merchandising.

MAR 1302 Advertising — **3 semester hours**
Introduction of fundamental principles, practices, and common media in modern advertising. Includes activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations, and other kinds of effort that render them more effective. The course presents the marketing viewpoint and communications viewpoint. Offered Term II.

MAR 1321 Public Relations — **2 semester hours**
Guide to good public relations, how images are created, public relations practices, special events, researching your savings market and local housing market, public relations ideas, attitudes, advertising, and customer relations.

MAR 2240 International Marketing 3 semester hours

This course presents basic marketing principles from an international viewpoint. Students will gain insight to international marketing concepts by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover prices, advertising methods and channels of distribution on an international basis. Classroom work before and after the overseas trips will be held.

MAR 2931 Seminar II: Research in Marketing 3 semester hours

Students will continue working in a marketing related occupation and participate in DECA activities. Emphasis to be on developing management skills and research techniques employed in marketing. Prerequisite: MAR 1930.

MAR 2932 Seminar III: Marketing Management 3 semester hours

Students will continue working in a marketing related occupation and participate in DECA activities. Students will be expected to participate in a group research project. Prerequisite: MAR 2931.

MAR 2955 International Current Business Practices 3 semester hours

Basic study of the nature of business activities between nations. The course content is designed to give emphasis on actual international business activity in the form of visits to foreign business enterprises. This is accomplished by the student traveling abroad with other students accompanied by an instructor from the college. These on-site visits will be supplemented by classroom work before and after the trip abroad.

MKA 1104 Visual Merchandising 3 semester hours

The relationship of display to sales promotion in retailing is studied. Basic principles of design as applied to merchandise display are considered. Individual and group projects give opportunity for practice in application. Instruction and practice in show card copywriting and lettering are included.

MKA 1501 Introduction to Food Marketing 3 semester hours

This is a basic course in the study of food marketing organizations, practices, and problems with emphasis on the supermarket. Topics included are: economic importance of food marketing, history and development of food retailing, systems of food distribution, supermarket organization and management, food industry issues, and the future of the industry.

MKA 2505 Supermarket Merchandising 3 semester hours

Merchandising techniques which apply to the supermarket are reviewed. Receiving emphasis: the store manager's merchandising responsibilities; an analysis of profit centers; customer motivation; consumer dynamics; product information; space management in stores sales, promotion, and displays; inventory control; pricing; advertising; brand management; and increasing store sales and profits. Prerequisite: MKA 1501—Introduction to Food Marketing.

MATHEMATICS

For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MAT 1030, 1031, 1032, or 1033, MAC 1132, 1133, 2311, 2312, MAP 2302, MAS 2103 may be taken at any time but has a prerequisite of MAC 1132. MTB 1304 is a non-sequential service type course which may be taken concurrently with any other mathematics course.

MAC 1132 Pre Calculus Mathematics I 3 semester hours

Topics in the theory and methods of college algebra, designed to supplement previous courses in mathematics and to provide the first semester of two-semester sequence in pre-calculus mathematics. Prerequisite: MAT 1033 or two years of high school algebra and grade "B" or better, or recommendation of the mathematics department. Meets area 4b or 5 AA degree general education requirements.

MAC 1133 Pre Calculus Mathematics II 3 semester hours

A continuation of, including topics from trigonometry and advanced topics in algebra, to prepare the students for calculus. Credit will not be given for both this course and MTB 1344. Prerequisite: MAC 1132 or recommendation of the mathematics department. Meets area 4b or 5 AA degree general education requirements.

MAC 2311 Calculus and Analytical Geometry I 6 semester hours

MAC 2312 Calculus and Analytical Geometry II 6 semester hours

Topics from analytic geometry, functions, limits, derivatives, definite and indefinite integrals, parametric equations, polar coordinates, transcendental functions, partial derivatives, multiple integrals, sequences and series, L' hospital's rule and the generalized mean value theorem, improper integrals. MAC 2311 and 2312 form a continuous sequence; students enrolling in MAC 2311 are advised to complete the entire two-term sequence before transferring to another college. Prerequisite for MAC 2311: MAC 1133 or recommendation of mathematics department. Prerequisite for MAC 2312: MAC 2311. Meets area 4b or 5 AA degree general education requirements.

MAP 2302 Differential Equations 3 semester hours

Classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MAC 2312. Meets area 4b or 5 AA degree general education requirements.

MAS 2103 Linear Algebra 3 semester hours

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Prerequisite: MAC 1133 and recommendation of mathematics department. Offered term I only. Meets area 4b or 5 AA degree general education requirements.

MAT 0002 (NT) Communications In Mathematics 3 semester hours

A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics; how to go about solving problems, and how to improve his/her basic skills.

MAT 1013 Elementary Algebra 3 semester hours

A course to improve the abilities of the student who has had difficulties in mathematics and to help him learn the basic algebra needed for further mathematics courses. This course will also teach the student how to apply his/her knowledge of arithmetic and algebra to many problems. A course in elementary algebra. Elective credit will be granted for successful completion of this course. Prerequisite: one year of high school algebra with a grade of "B" or better.

MAT 1030 Intermediate Algebra I 1 semester hour

A sequential group of three one-hour courses in intermediate algebra which may be taken in one or more terms as an alternative to MAT 1033. (See 1033

listing for content and prerequisites.) Completion of MAT 1032 satisfies the same general education requirement as does MAT 1033. Meets area 4b or 5 AA degree general education requirements.

MAT 1031 Intermediate Algebra II — **1 semester hour**

Meets area 4b or 5 AA degree general education requirements.

MAT 1032 Intermediate Algebra III — **1 semester hour**

Meets area 4b or 5 AA degree general education requirements.

MAT 1033 Intermediate Algebra — **3 semester hours**

An intermediate course in algebra, emphasizing operations with algebraic symbols, solution of equations, functional relationship, graphs, verbal problems, and selected additional topics. Credit will not be given for both this course and MTB 1334. Prerequisite: two years of high school algebra with a grade of "B" or better or successful completion of MAT 1013. Meets area 4b or 5 AA degree general educational requirements.

MGF 1113 General Education College Mathematics — **3 semester hours**

A general education course recommended for students not planning to major in mathematics or science. Emphasis is placed upon fundamental mathematical concepts.

MTB 1304 Mathematics with Machines — **1 semester hour**

Flow charts, the basic programming language, machine languages, familiarization with the type of problems machines can handle, development of problem-solving skills. The class meets three hours per week for 5 weeks. You may take MTB 1304 at the start of a term, after 5 weeks of the term, or the last 5 weeks of the term. Meets area 4b or 5 AA degree general education requirements.

MTB 1334 Technical Algebra — **3 semester hours**

Technical algebra is designed for students majoring in electronics, drafting, and other engineering technologies. A review of the fundamentals of mathematics is provided. Algebraic concepts involving polynomials, inequalities, linear equations, graphing, quadratic equations, and systems of equations are included. Credit will not be given for both this course and MAT 1033.

MTB 1344 Technical Trigonometry — **3 semester hours**

This is the second course in a two-term sequence for engineering technology majors. The concepts developed include complex notation, trigonometric, exponential and logarithmic functions, use of trigonometric tables, vector fundamentals, right triangle and other applicable trigonometric relationships. Credit will not be given for both this course and MAC 1133.

MEDICAL ASSISTING

MEA 1002 Introduction to Medical Assisting — **3 semester hours**

An overview of Medical Assisting and related health professions including duties, responsibilities, ethical and legal aspects of medicine, and history of medicine. Public relations and interpersonal relationships are also emphasized. Course offered Terms I & II.

MEA 1010 Medical Terminology I — **3 semester hours**

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation sessions are held in the language laboratory to assist students in developing competency. Course offered terms I & II.

MEA 1011 Clinical Terminology — **3 semester hours**

Continuation of MEA 1010 with in depth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MEA 1010 or successful completion of MEA 1010 final examination to demonstrate competency in basic medical terminology. Course offered terms II & III-A.

MEA 1100 Administrative Office Procedures — **3 semester hours**

Deals with the administrative aspects and operation of a physician's office. Instruction includes: duties as receptionist; techniques of record keeping, patient interviewing, billing and collecting fees, completing insurance forms, and practice in telephone techniques. Prerequisites/Corequisites: MEA 1002 Elementary Typing skill. Course offered Term II only.

MEA 2200 Clinical Practices and Procedures — **3 semester hours**

Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Discussion of basic principles involved and subsequent laboratory practice in procedures relating to: assisting at the physical examination and minor surgery, sterilization of instruments, taking electrocardiograms, preparation and administration of medications. Fundamentals of immunology, physiotherapy, X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week. Fee $5.00. Approved uniform required. Prerequisites/co-requisites MEA 1002, MEA 1010. Course offered term II only.

MEA 2300 Medical Office Procedures — **4 semester hours**

A clinical laboratory course designed especially for the medical assisting student and/or other personnel employed in physician's offices. Laboratory studies include instruction and practice in the following: drawing blood samples, performing red and white blood cell counts, differentials, hemoglobin and hematocrit determinations, blood grouping, urinalysis, and other special procedures relevant to office laboratory. Two hours of lecture and four hours of demonstrations and practice each week. Prerequisite: medical assisting student and/or permission of the instructor. Professional uniform required. Fee $10.00. Course offered term I only.

MEA 2800 Practicum in Medical Assisting — **5 semester hours**

Student assigned to physician's office, clinic, or laboratory for a total of ten (10) hours per week. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Fee $8.50. Course offered Terms I, II, III-A, and on minimester basis during Terms I & II. Prerequisites: MEA 1002, 1010, 1100, 2200, and/or by permission of practicum coordinator.

MEA 2810 Advanced Practicum in Medical Assisting — **5 semester hours**

Student is assigned to physician's office, clinic or laboratory for a total of ten (10) hours per week. Conference meetings and rotations will be arranged on a small group or individual basis by the student and

coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Course offered terms I, II, III-A, and on minimester basis during terms I & II. Prerequisites: MEA 2800, 2300 (may be a corequisite) and/or by permission of practicum coordinator.

MEA 2820 Practicum in Veterinary Medical Assisting — **5 semester hours**

Student assigned to veterinarian's office, clinic, or laboratory for a total of ten (10) hours per week. Conference meetings will be arranged on a individual or group basis at a time and place to be arranged by the student and the coordinator. Prerequisites: MEA 1002, MEA 1010, MEA 1100, MEA 2200 or by permission of practicum coordinator.

MEA 2821 Advanced Practicum in Veterinarian Medical Assisting — **5 semester hours**

Student is assigned to veterinarian's office, clinic or laboratory for a total of ten (10) hours per week. Conference meetings and rotations will be arranged on a small group or individual basis by the student and coordinator. Prerequisites: MEA 2800, MEA 2300 (may be a corequisite) and/or by permission of practicum coordinator.

MEDICAL LABORATORY TECHNOLOGY

MLS 1010C Medical Laboratory Technology I — **10 semester hours**

Orientation to a career in the clinical laboratory including ethical concepts. General skills and principles of machines and/or methods for the calculation, weighing and measuring of material needed for solution or reagent preparation. Blood specimen collection. Basic microscopy. Hematology to include hematopoiesis and factors of coagulation; quality control: manual counting of erythrocytes, leukocytes, platelets; principles, factors and tests dealing with hematopoietic conditions, both normal and abnormal; staining techniques, principles of automated counting methods; semen and spinal fluid analysis; blood parasites. Immunology to include immunoglobulins (humoral and cellular); immunity; quality control; principles, techniques, factors and conditions (normal and abnormal) as tested routinely and by special request. Course includes experiences in the classroom and in a clinical facility.

MLS 1021C Medical Laboratory Technology IV — **5 semester hours**

Basic EKG, dealing with physiology, circulation of the heart and patient safety. Microbiology and parasitology quality control; principles, techniques and factors affecting: media preparation, biochemical testing, susceptibility testing, and staining; methods of concentrating specimens; innoculations, culturing and subculturing; special procedures; specimen collecting and handling; basic mycology and virology; identification of fecal parasites and conditions associated with parasitic infestation.

MLS 1210C Medical Laboratory Technology II — **10 semester hours**

Anatomy and physiology of the urinary system; principles and techniques for use of the urinometer and refractometer; quality control; principles for testing for routine and special urinary procedures; identification of urinary sediment. Anatomy and physiology, metabolism and conditions pertinent to biochemical testing; quality control; principles of manual and automated procedures to include procedures utilizing titration, colorimetry, spectrophotometry, kinetics (enzyme), flame photometry, gasometry and electrophoresis; calculations; factors affecting results. Course includes experiences in the classroom and in a clinical facility.

MLS 1520C Medical Laboratory Technology III — **5 semester hours**

Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion.

MLS 2402C Clinical Microbiology — **2 semester hours**

Advanced level of microbiology for the medical laboratory. Builds on MLT-C(LA) background in microbiology. Techniques in identification of specific organisms of disease including use of appropriate differential media and chemical, immunologic and antibiotic testing. Quality-Control in microbiology. Covers bacteria, fungi and animal parasites. Equivalent to 1 hour lecture and 2 hours laboratory per week. Prerequisites: MLS 1010C and 1021C or permission of Department Head. Fee: $15.00.

MLS 2605C Advanced Instrumentation — **4 semester hours**

Operation and maintenance of the autoanalyzer, spectrophotometer, fluorometer, densitometer, potentiometer, and coulter counter; minor mechanical trouble-shooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 4 Laboratory, 2 lecture hours per week. Prerequisite: satisfactory completion of approved MLT-C(LA) program and verification of certification. Fee $5.00.

MLS 2610C Advanced Medical Laboratory Techniques — **4 semester hours**

Study of microchemistry, steriods, enzymes, protein, lipids, hemoglobin and toxicology. Application of theories and techniques acquired in MLS 2605. Advanced instrumentation. In depth study of hematopoiesis and abnormal hematology. Prerequisite: MLS 2605C. 4 laboratory, 2 lecture hours per week. Fee: $10.00.

MILITARY SCIENCE

MIS 1002 Organization, Defense Department and the Army — **1 semester hour**

Study of the organization of the Department of Defense with emphasis on mission, functions and organization of the Army in the field. 1 Clock hour per week.

MIS 1322 Military Art — **1 semester hour**

Study of military art, historical case studies of the Civil War, with emphasis on strategy tactics and leadership employed. 1 Clock hour per week.

MIS 2330 Military History I — **1 semester hour**

American military history; emphasis on the development of the United States and the impact the United States Army had on United States growth, development of post 1900 strategy and relationship to national security. 2 Clock hours per week.

MIS 2333 Military History II — **1 semester hour**

American military history; emphasis on the development of the United States and the impact the United States Army had on the United States growth, development of post 1900 strategy and relation to national security. 2 Clock hours per week.

MUSIC

MUE 1440 String Class — **1 semester hour**

Development of elementary performing skill on a string instrument and a basic study of all string instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: MUT 1121, 1122, 2121, or 2127.

MUE 1450 Woodwind Class — **1 semester hour**

Development of elementary performing skill on clarinet. Explores similarity to other woodwinds and examines literature and teaching techniques for group instruction of young students. Two hours weekly. Corequisite: MUT 1121, 1122, 2121 and 2127.

MUE 1460 Brass Class — **1 semester hour**

Development of elementary skills on cornet. Explores similarity to other brasses and examines literature and teaching techniques for group instruction of young students. Two hours weekly. Corequisite: MUT 1121, 1122, 2121 or 2127.

MUE 1470 Percussion Class — **1 semester hour**

Development of elementary performing skill on the snare drum. Basic study of all percussion instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: MUT 1121, 1122, 2121 or 2127.

MUE 2402 Music for the Elementary Classroom Teacher — **3 semester hours**

Systematic study of the elements of music. Primarily for elementary education majors.

MUH 2002 Seminar and Special International Studies — **3 semester hours**

A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works.

MUH 2111 Music History and Literature — **3 semester hours**

A survey course tracing the historical development of Western music from antiquity through the Classical period. Emphasis on major composers and their works. Recommended for second year students.

MUH 2112 Music History and Literature — **3 semester hours**

Continuation of MUH 2111. Romantic and contemporary periods. Recommended for second year students.

MUL 2011 Music in Western Culture—Humanities — **3 semester hours**

Course for non-music majors, designed to enlarge the student's personal appreciation of music and to expand his knowledge of music for cultural information. Emphasis on evaluation and listening to music from the Renaissance through contemporary periods. Meets area 2 or 5 AA degree general education requirements.

MUL 2380 Jazz & Popular Music in America — **3 semester hours**

A survey of the development of popular and jazz music with emphasis on musical styles and outstanding artists who developed these styles. This course cannot be used to satisfy the Humanities requirement for the A.A. degree.

MUN 1100 Band — **1 semester hour**

Symphonic Band
Wind Ensemble

MUN 1280 Orchestra — **1 semester hour**

Broward Symphony Orchestra
B.C.C. Youth Symphony
B.C.C. Symphonette

Open to students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. May be taken four times for transfer credit.

MUN 1310 Concert Choir — **1 semester hour**

College Singers
North Broward Community Chorus
Broward Community College Choral Society
Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.

MUN 1460 Chamber Ensemble — **1 semester hour**

Chamber Singers
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three rehearsals weekly. May be taken four times for transfer credit.

MUN 1710 Jazz Ensemble — **1 semester hour**

Neophonic Jazz Ensemble
Adult Jazz Band
Corequisite: MUN 1100 or MUN 1280. Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.

MUO 1501 Opera Workshop — **1 semester hour**

Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.

MUR 2501 Service Playing — **2 semester hours**

Techniques and materials used in playing church services including conducting techniques from the organ console. Two hours weekly. Prerequisite: MUT 1122 and MVK 1313 or MVK 1413, or approval of instructor.

MUT 1001 Fundamentals of Music — **3 semester hours**

A study of basic music fundamentals for the beginning music major whose background in music has been minimal. Emphasis on sightsinging and ear training.

MUT 1121 Music Theory I — **4 semester hours**

Integrated course in written theory and analysis, sightsinging, aural training, and related keyboard skills. Emphasis on diatonic materials. Five class periods weekly. Meets area 5 AA degree general education requirements.

MUT 1122 Music Theory II — **4 semester hours**

Continuation of MUT 1121. Prerequisite: MUT 1121. Meets area 5 AA degree general education requirements.

MUT 2126 Music Theory III — **4 semester hours**

Continuation of MUT 1122. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUT 1121, 1122. Five class periods weekly.

MUT 2127 Music Theory IV — **4 semester hours**

Continuation of MUT 2126. Prerequisite: MUT 2126.

MUT 2641 Jazz Theory and Improvisation I — **3 semester hours**

MUT 2642 Jazz Theory and Improvisation II — **3 semester hours**

MVK 1111 Piano Class — **1 semester hour**

Fundamentals of piano technique. Two hours weekly. Corequisite: MUT 1121, 1122, 2126 or 2127.

MVK 1111 Piano Class — **1 semester hour**

Fundamentals of piano technique. Two hours weekly. Corequisite: MUT 1121, 1122, 2126 or 2127.

MVK 2121 Piano Class — **1 semester hour**

Continuation of MVK 1111. Two hours weekly. Prerequisite: MVK 1111. Corequisite: MUT 1121, 1122, 2126, or 2127.

MVV 1111 Voice Class — **1 semester hour**

Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: MUT 1121, 1122, 2126, or 2127.

NURSING

NUU 1120C, 1131C, 1144C, 1140C, Nursing Fundamentals — **2 semester hours each**

Courses encompassing theory and planned laboratory experiences to develop the fundamental knowledges and skills of nursing care for persons of all ages. Prerequisite or corequisites: PSY 2012, APB 1023, APB 1203 and APB 1150L. Lab Fee $10.00 for NUU 1120C & NUU 1144C.

NUR 1310C, 1331C — **2 semester hours each**

Concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person.

NUR 1133C, 1135C — **2 semester hours each**

Family centered nursing care of the mother and newborn infant.

NUR 1121C, 2225C, 2224C, 2235C, 2232C, 2216C, 2233C, 2234C — **2 semester hours each**

Interchangeable courses in medical-surgical nursing. These include the reactions of the human body to disease and injury during the life cycle. Emphasis on the promotion of health and the prevention of illness and on giving patient-centered nursing care in selected health problems. Prerequisites: NUU 1120C, 1131C, 1144C, 1140C and instructor approval. Prerequisites or corequisites: DEP 2102, APB 1203L, 1204 and APB 1191L.

NUR 2296 Transition/ Management/Disaster and Accident — **4 semester hours**

The role of the nurse in current patterns of health care delivery. Prerequisite: Instructor approval. Lab Fee $10.00.

NUU 1120C Introduction to Nursing — **2 semester hours**

NUU 1131C Nurse-Patient Interaction — **2 semester hours**

NUU 1144C Principles Related to the Prep and ADM Medications — **2 semester hours**

NUU 1140C Pre-Operative/ Asepsis/Post Operative — **2 semester hours**

NUR 1121C The Childs Reaction to Illness and Hospitalization — **2 semester hours**

NUR 1310C Principles of Psychiatric Nursing — **2 semester hours**

NUR 1331C Nursing Management of Psychiatric Illness — **2 semester hours**

NUR 1133C Maternity Nursing I — **2 semester hours**

NUR 1135C Maternity Nursing II — **2 semester hours**

NUR 2225C Nursing Care of Patients with Gastro Int Disorders — **2 semester hours**

NUR 2224C Nursing Care of Patients with Endocrine Disorders — **2 semester hours**

NUR 2235C Nurs Care of Patients with Respiratory and Infectious Disease — **2 semester hours**

NUR 2232C Nursing Care of Patients with Acute Heart Disease — **2 semester hours**

NUR 2216C Nurs Care of Patients with Urologica and Gynecology Problem — **2 semester hours**

NUR 2233C Nurs Care of Patients with Problems of Mobility or Locomotion — **2 semester hours**

NUR 2234C Nursing Care of Patients with Sensory Impairment — **2 semester hours**

NUR 2296C Transition/ Management/Disaster/Accident — **4 semester hours**

NUTRITION

DIE 2202 Nutritional Diet Modifications — **1 semester hour**

A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets and servings is included. Required for nursing, dental and medical assisting students. Prerequisite/corequisite: APB 1023, 1203, or 1203L, 1204. Course offered terms, I, II, III-A.

OFFICE CAREERS

ACC 1001 Accounting Survey I — **3 semester hours**

Suggested prerequisite: MTB 1103. Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACC 2002.

ACC 1029 Accounting Survey II — **3 semester hours**

Prerequisite: ACC 1001. A continuation of ACC 1001 involving fiscal-year procedures beyond the simple trial balance for sole proprietorships and partnerships, with an introduction to accounting procedures for small corporate organizations.

BTE 2943 Current Business Practices — **3 semester hours**

This course is designed for use as a vehicle to organize classes for business teachers or business students for the study of specific areas of business practices in the local community or in the state of Florida. (Short field trips or travel within the state may be required.)

LEA 2202 Procedures for Real Estate Title Closings — **3 semester hours**

Course designed for persons involved in the details required in the procedure of real estate title closings while working under the supervision of an attorney. Students will study the terms of the sales contract and what actions are necessitated by the contracts, legal descriptions of real property, the completion of any and

all forms necessary including instruments required by law to be recorded, and the techniques of working with clients.

LEA 2211 Probate Practice **3 semester hours**

Course designed to prepare the legal assistants to work effectively under the supervision of a lawyer in the probate of an estate. Florida Probate Code and related taxes will be studied. Preparation of pleadings included.

MAN 2012 Office Management **3 semester hours**

An analysis of various office departments, their organization and management, with emphasis on the methods used in selection and training of office personnel, office planning and layout; scientific analysis of office procedures, office jobs, office forms, and their relation to cost control; types and uses of office appliances; and other techniques necessary for efficient operation of the modern office. Offered term II.

MTB 1103 Business Mathematics **3 semester hours**

Mathematics applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, securities, insurance, and other business problems.

SES 1001 Personal Preparation for Business **3 semester hours**

This course, for both males and females, is designed to help prepare the individual for social and business success. Course content covers visual poise, wardrobe planning, personality development, personal grooming, telephone techniques, and job application.

SES 1100 Basic Typing Part I **1 semester hour**

This typing credit, is an introduction to the keyboard with development of fundamental techniques for touch typewriting. Simple exercises in horizontal and vertical centering are included. Two laboratory hours per week are expected in addition to the three class hours. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 1101 Basic Typing Part 2 **1 semester hour**

Prerequisite: ability to type 21 words a minute for 2 minutes with 5-error cut-off. This part of typing, includes skill development, simple correspondence (blocked business, personal, and formal letters). Simple tabulations, simple manuscripts, enumerations and basic report forms. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 1102 Basic Typing Part 3 **1 semester hour**

Prerequisite: ability to type 27 words a minute for 5 minutes with 5-error cutoff. This credit includes skill development, postal cards, business letters and envelopes, interoffice memos, invoices, telegrams, revision marks, bound and unbound reports and manuscripts with footnotes. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term)

SES 1110 Intermediate Typing Part 4 **1 semester hour**

Prerequisite: ability to type 35 words a minute for 5 minutes with 5-error cut-off. This typing credit includes skill development, word division, semiblocked letters, tables (open, ruled, boxed), news releases and manuscripts for publication. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 1111 Intermediate Typing Part 5 **1 semester hour**

Prerequisite: ability to type 39 words a minute for 5 minutes with 4-error cut-off. This part of typing includes skill development, various letter styles, billing and payroll forms, displays, reports, job applications, resumes, and fluid duplication. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 1112 Intermediate Typing Part 6 **1 semester hour**

Prerequisite: ability to type 42 words a minute for 5 minutes with 4-error cut-off. This credit includes skill development, two-page letters, odd stationery, simple financial statements, and legal papers. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 1150 Word Processing: Introduction and Theory **1 semester hour**

An overview of word processing as a concept for modern business and the relationship of the concept to existing office and clerical work. The course is designed to provide an overview of procedures, equipment, and training needed in word processing. Career opportunities in word processing are included.

SES 1158 Word Processing: Reprographics and Storage **1 semester hour**

A basic course in machine duplication and various media for storage of information. Emphasis is placed on duplication processes and their relationship to efficiency and cost. Processes covered include spirit, fluid, offset, and photocopiers. An introduction to micrographics as a storage medium is included.

SES 1159 Word Processing: Dictation and Input **1 semester hour**

A basic course in techniques and procedures used in machine dictation. The relationship of dictation and word input to the word processing concept is included. Proficiency in dictation techniques is emphasized.

SES 1210 Shorthand I **3 semester hours**

Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Presentation of theory of manually written shorthand with emphasis on the development of writing skill and accurate typewritten transcription of simple new material dictation. Three laboratory hours per week are expected in addition to the three class hours. Offered terms I and II.

SES 1211 Shorthand II **3 semester hours**

Prerequisites: minimum grade of C in SES 1210 and credit in SES 1112 Intermediate Typing Part 6 or equivalent. Review of theory and brief forms, intensive development of shorthand writing skills and transcription skills, new material dictation with previews, and introduction to usable transcripts of short business letters. Three laboratory hours per week are expected in addition to the three class hours.

SES 1221 Machine Shorthand I (Stenograph) **6 semester hours**

Suggested prerequisite: SES 1102 Basic Typing Part 3, or equivalent. Basic theory of machine shorthand with speed development and rapid reading of notes. Beginning transcription skills are taught with the dictation and transcription of short paragraphs and simple letter material. (Note: any student who has not had begin-

ning typing or equivalent must contact the instructor or the Department Head before registering for Machine Shorthand I.)

SES 1222 Machine Shorthand II (Stenograph) **6 semester hours**

Prerequisites: SES 1221 and SES 1102 Basic Typing Part 3, or equivalent. A continuation of SES 1221 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts.

SES 1223 Machine Shorthand III (Stenograph) **6 semester hours**

Prerequisites: SES 1222, SES 1112 Intermediate Typing Part 6 or equivalent, BUL 2111, and SES 2335. An advanced speed building course with vocabulary development related to court and conference reporting terms and shortcuts. Particular emphasis is placed on accurate writing at higher speed levels and on dictated and written transcription of courtroom testimony and conferences.

SES 1271 Alphabetic Speed Writing **3 semester hours**

Presentation of alphabetic shorthand theory and speed development up to 80 words a minute. Uses include taking class notes, telephone messages, meeting minutes, instructions, and conducting interviews. Two laboratory hours per week are recommended in addition to three class hours.

SES 1401 Office Procedures **3 semester hours**

Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Theory and practice of filing rules and procedures, routines common to all offices (processing mail, telephone usage, handling appointments, etc.), duplicating processes, discussion of careers in business, and job application procedures are included in the course, which does not require a knowledge of shorthand.

SES 2120 Expert Typing Part 7 **1 semester hour**

Prerequisite: ability to type 45 words a minute for 5 minutes with 4-error cut-off. This typing credit includes skill development, letter series with copies, printed forms, and formal report with footnotes. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

SES 2121 Expert Typing Part 8 **1 semester hour**

Prerequisite: ability to type 49 words a minute for 5 minutes with 3-error cut-off. This part of typing covers skill development, secretarial correspondence, statistical tabulation, stencil duplicating, space-saver reports, and art typing. (Note: students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactorily or incomplete at the end of the term.)

SES 2122 Expert Typing Part 9 **1 semester hour**

Prerequisite: ability to type 52 words a minute for 5 minutes with 3-error cut-off. This credit includes skill development, production tests, and various unarranged problems requiring decisions.

SES 2151 Word Processing: Magnetic Typing I **1 semester hour**

Prerequisite: SES 1112 Intermediate Typing, Part 3, or equivalent. A basic course in operating magnetic text-editing typewriters. Emphasis is placed on gaining machine proficiency in elementary applications. Two laboratory hours per week are required.

SES 2152 Word Processing; Magnetic Typing II **1 semester hour**

Prerequisite: SES 1112 Intermediate Typing, Part 6, or equivalent. A basic course in operating a word processing typewriter not covered in SES 2151, or, the continuation of training on the same equipment used in SES 2151. Two laboratory hours per week are required.

SES 2153 Word Processing: Magnetic Typing III **1 semester hour**

Prerequisite: SES 2152 Magnetic Typing II, or equivalent. An advanced course in typing on magnetic text-editing typewriters. Machine application to advanced typing problems, massive revisions and legal typing are stressed. Usage of dual storage media is included. Two laboratory hours per week are required.

SES 2212 Shorthand III (Handwritten or Machine Systems) **3 semester hours**

Prerequisite: minimum grade of C in SES 1211 or SES 1222 or equivalent and SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. Continuation of skill development for sustained rapid writing and accurate transcription of new material dictation; office standards of speed and accuracy are emphasized in dictation for usable transcripts of business letters, which are varied in subject matter, length, and difficulty. Two laboratory hours per week are expected in addition to the three class hours. (Note: this course is required of all secretarial majors whether manual shorthand or machine shorthand writers.)

SES 2224 Machine Shorthand IV (Stenograph) **6 semester hours**

Prerequisite: SES 1223 corequisites: REE 1000 and MEA 1010 (if not taken previously). A continuation of SES 1223 for further speed building and vocabulary development with practice on legal and medical testimony, jury charges, hearings, and congressional record material. A study is also made of the court system, courtroom and hearing procedures, legal forms, and the production of cover and deposition transcripts.

SES 2225 Machine Shorthand V **3 semester hours**

Prerequisite: SES 2224. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and transcription of 3-voice testimony, jury charges, courtroom testimony, congressional record material, etc. Accurate transcripts are essential.

SES 2321 Business Machines **3 semester hours**

Suggested prerequisite: MTB 1103. The touch system of operating 10-key machines and instruction for practical business applications is included on 10-key and full-keyboard adding machines, electric calculators, electronic printing and display calculators.

SES 2335 Business Communications **3 semester hours**

Prerequisites: ENC 1103 and SES 1102 Basic Typing, Part 3, or equivalent. The study of the psychology and techniques of effective business writing, stressing the use, planning, and writing of important types of business letters. Report writing and the use of dictating equipment is included.

SES 2361 Transcribing Machines I **3 semester hours**

Prerequisites: for all students—credit in SES 1112 Intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors—MEA 1010; additional prerequisite for legal secretarial majors—SES 2431. Skill development for accurate transcription of recorded dictation to office standard proficiency levels is emphasized; special material related to each student's major subject area is provided.

SES 2362 Transcribing Machines II — 3 semester hours

Prerequisites: SES 2361 and either credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. A continuation of SES 2361 for the further development of transcription skills on special material related to the student's major.

SES 2402 Secretarial Procedures — 3 semester hours

Prerequisites: SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 (or SES 1223) and credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. This course is designed for students completing their secretarial programs and includes decision-making projects and/or discussion related to the duties, responsibilities, and personal qualifications of a secretary, the efficient handling of office routine matters, an overview of the secretarial profession as a career, and procedures and techniques of acquiring satisfying, challenging positions. Usually offered only Term II.

SES 2403 Advanced Education for Secretaries — 3 semester hours

Extension of the knowledges, skills previously obtained in all fields of secretarial training. Emphasis is on mastering the more difficult routine matters and handling the unusual and unique situations encountered on the job. Prerequisite: "B" average in secretarial courses taken at Broward Community College and/or approval of the department. Offered term II.

SES 2431 Legal Secretarial Techniques I — 3 semester hours

Prerequisites: credit in SES 1112 Intermediate Typing Part 6 and either credit in SES 1211 (or SES 1222) or concurrent enrollment in SES 1211 (or SES 1222). An introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for the legal secretary. Usually offered only term I.

SES 2432 Legal Secretarial Techniques II — 3 semester hours

Prerequisite: SES 2431. A further study of legal terminology with emphasis on dictation and transcription of legal papers. Use of the IBM Executive typewriter is included. Usually offered only term II.

SES 2944 Practicum in Court Reporting — 6 semester hours

Prerequisite: SES 2225 or concurrent enrollment in SES 2225 and permission of the instructor or Department Head. The student is assigned to work a minimum of 100 hours in the court system and is required to produce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. Not offered Term III.

PEST CONTROL TECHNOLOGY

ENY 1007 Economic Entonology — 3 semester hours

An introduction to the natural history, classification, habits, anatomy, and development of insects and their relatives. Emphasis will be placed on those of pest control significance. A survey of control practices will be included. One three-hour lecture per week. Term I.

ENY 1102 Insect Identification — 3 semester hours

The systematic identification of insects and other animals of pestiferons and biological importance to the horticultural and structural pest control industries. One three-hour lecture weekly with occasional field trips. Term II.

ENY 1220 Pesticides — 3 semester hours

The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in pest control industry. One three hour lecture per week. Term II.

ENY 2011 Pest Control Business Administration — 3 semester hours

Studies in the basic nature of pest control services: site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business will be discussed. One three-hour lecture weekly. Term II.

ENY 2224 Household Pests and Control — 4 semester hours

A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests. One three-hour lecture weekly and three field trips required. Term I.

ENY 2227 Wood Destroying Pests and Their Control — 4 semester hours

A practical approach to the identification, biology, life history, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. One three-hour lecture weekly and three field trips required. Term II.

ENY 2940 Field Service I — 3 semester hours

Summer, full-time, on-the-job work experience with a pest control firm doing business in all categories. At least 30 hours per week for 6 weeks. Term III-A.

ENY 2943 Advanced Field Service — 3 semester hours

One term of part-time employment with a pest control firm doing business in all categories. At least 12 hours per week on-the-job for 15 weeks will be required. Work experience is approved by and under the jurisdiction and supervision of the PCT faculty member. Research projects and written reports commensurate with the individual's career goals are required. Term II.

PMA 2932 Seminar — 2 semester hours

Analysis of selected current problem areas in pest control and related subjects. Term I.

PHARMACOLOGY

APB 1600 Pharmacology I — 1 semester hour

Prerequisites: MEA 1010 and APB 1023, 1203, Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. The classification of drugs and their effects on the human body are discussed. Dosage and solution is included.

APB 1601 Pharmacology II — 1 semester hour

Prerequisites: MEA 1010 and APB 1023, 1203. Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

APB 1602 Pharmacology III — 1 semester hour

Specific therapy as applied in special allied health fields is surveyed. Required for respiratory therapy students. Prerequisites: MEA 1010 and AFB 1023, 1203. Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields.

PHILOSOPHY

PHI 1100 Introductory Logic **3 semester hours**

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Prerequisites: ENC 1103 or equivalent.

PHI 1103 Informal Logic and Scientific Method **3 semester hours**

An examination of the uses of language geared toward an understanding of correct versus incorrect reasoning; an investigation of the reasons for our sometimes being misled by arguments notoriously used by, for example, politicians and advertisers; an investigation of the methods employed by both the natural and the social sciences, an investigation of different types of scientific explanation.

PHI 2010 Introduction to Philosophy **3 semester hours**

Consideration of fundamental questions which man asks and some of the answers which he proposes. Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements.

PHI 2600 Ethics **3 semester hours**

Study of the basic concepts and principles of morals, moral values and judgments, as well as the leading ethical theories will be considered. Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements.

PHYSICAL THERAPIST ASSISTANT TECHNOLOGY

PHT 1000 Introduction to Physical Therapy **3 semester hours**

The role of the assistant in relation to the patient, the physical therapist, and other members of the health team is discussed. The philosophy of rehabilitation and therapeutic modalities are described and demonstrated. Fee: $3.00.

PHT 1104 Anatomy for Physical Therapist Assisting I **2 semester hours**

Basic human anatomy with emphasis on skeletal system.

PHT 1105 Anatomy for Physical Therapist Assisting II **2 semester hours**

Basic human anatomy with emphasis on the structure and functions of skeletal muscle. Prerequisite: PHT 1104.

PHT 1210C Disabilities & Therapeutic Procedures I **3 semester hours**

Etiology, symptoms, and treatment of conditions encountered in physical medicine are discussed. Orthopedic, medical and surgical problems are covered in detail. Prerequisite: PHT 1800.

PHT 1800 Therapeutic Modalities **3 semester hours**

Theories and skills of hydrotherapy, radiant therapy and electrotherapy are taught and applied in the clinical setting. Massage and therapeutic exercise is included. Prerequisite: PHT 1000.

PHT 1801 Clinical Practice I **3 semester hours**

Application of acquired knowledge and skills in a clinical setting under close supervision is provided. Prerequisite: PHT 1800. Prerequisite or corequisite: PHT 1210C.

PHT 2120C Applied Kinesiology **3 semester hours**

Develops the students skill in palpating anatomical structures. Gives a basic knowledge of the laws and techniques of body mechanics. Prerequisite: PHT 1210C.

PHT 2220C Disabilities & Therapeutic Procedures II **3 semester hours**

The etiology, symptoms and treatment of neuromuscular diseases is emphasized. Psychiatric illness and its physical problems are discussed. Skills in therapy are developed. Prerequisite: PHT 1210C.

PHT 2221C Rehabilitative Procedures **3 semester hours**

Principles and practices of prosthesis and other appliances are detailed. Fitting and evaluation is taught. Prerequisite: PHT 2120C, PHT 2220C.

PHT 2810 Clinical Practice II **4 semester hours**

Supervised affiliation in a clinical setting is provided with the application of accumulated techniques. Prerequisite or corequisite: PHT 2120C, 2220C.

PHT 2820 Clinical Practice III **6 semester hours**

A practicum in hospitals and clinics and under expert supervision applying all learned knowledge and skills. Prerequisite or corequisite: PHT 2221C.

PHYSICAL SCIENCE

PSC 1121 Physical Sciences Survey **3 semester hours**

A survey of the physical sciences designed to introduce the studies of astronomy, chemistry, geology, meteorology and physics to the general education student. The relationship and effects of scientific events upon civilization are studied and discussed. 3 hours weekly. Meets area 4a or 5 AA degree general education requirements.

PHYSICS

PHY 1001 Physics **3 semester hours**

General physics course accompanied by an optional laboratory. Contents: mechanics, electricity, and magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY 1002L concurrently with PHY 1001. Meets area 4a or 5 AA degree general education requirements.

PHY 1002L Physics Laboratory **1 semester hour**

Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Prerequisite or corequisite: PHY 1001. Fee $2.00. Meets area 4a or 5 AA degree general education requirements.

PHS 2805 Acoustics **3 semester hours**

A survey of basic topics in the physical properties of sound and music, including an in depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT 1033. Prerequisite or corequisite: MUT 1121 or consent of instructor. Meets area 4a or 5 AA degree general education requirements.

PHY 2048 General Physics **3 semester hours**

Part one of a two-term comprehensive course in physics involving the use of the calculus in problem solving.

Mechanics, heat, wave motion and sound are the topics studied during this course. Three hours weekly. Prerequisite: MAC 2311. Meets area 4a or 5 AA degree general education requirements.

PHY 2048L General Physics Laboratory — **1 semester hour**

Laboratory experiences designed to complement the study of topics covered in PHY 2048. One two-hour period each week. Prerequisite or corequisite: PHY 2048 Lab. Fee $2.00. Meets area 4a or 5 AA degree general education requirements.

PHY 2049 General Physics — **3 semester hours**

The second part of a two-term physics course employing the use of the calculus. Topics covered during this term are electricity, magnetism, light and modern physics. Three hours weekly. Prerequisite: PHY 2048. Prerequisite or corequisite: MAC 2312. Meets area 4a or 5 AA degree general education requirements.

PHY 2049L General Physics Laboratory — **1 semester hour**

A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, light and modern physics. One two-hour period per week. Prerequisite: PHY 2048. Prerequisite or corequisite: PHY 2049. Lab Fee $2.00.

PHY 2053 Intermediate Physics — **3 semester hours**

A general physics course employing algebra and trigonometry to explain the quantitative aspects of mechanics, properties of matter, heat and sound. Three hours weekly. Prerequisite: MTB 1344 or MAC 1133. Meets area 4a or 5 AA degree general education requirements.

PHY 2053L Intermediate Physics Laboratory — **1 semester hour**

Laboratory experiences designed to accompany the topics under study in PHY 2053. One two-hour period per week. Prerequisite or corequisite: PHY 2053. Lab Fee $2.00.

PHY 2054 Intermediate Physics — **3 semester hours**

The completion of the general physics course based upon algebra and trigonometry, electricity, magnetism, light and nuclear physics are the topics covered in this segment. Three hours weekly. Prerequisite: PHY 2053. Meets area 4a or 5 AA degree general education requirements.

PHY 2054L Intermediate Physics Laboratory — **1 semester hour**

Laboratory experiences designed to accompany the topics under study in PHY 2054. One two-hour period per week. Prerequisite or corequisite: PHY 2054. Lab Fee $2.00.

POLITICAL SCIENCE

INR 2002 Introduction to International Relations — **3 semester hours**

A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations. Study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Meets area 3 or 5 AA degree general education requirements.

POS 1041 National Government — **3 semester hours**

Study of theory, principles and institutions involved in the American national government. Meets area 3 or 5 AA degree general education requirements.

POS 1112 State & Local Government — **3 semester hours**

Study of the principles and institutions of American state and local government. Meets area 3 or 5 AA degree general education requirements.

INR 2956 Seminar in International Relations — **3 semester hours**

A combination of classroom preparation and foreign travel. Visits and briefings at national and international organizations and at selected seats of governments. Requirements: Permission of instructor.

INR 2957 Seminar in U.S. Foreign Policy — **3 semester hours**

A combination of classroom preparation, foreign and domestic travel to observe implementation of United States foreign policy in selected countries. Briefings overseas will be given by United States government personnel and selected agencies. Requirements: Permission of instructor.

POLLUTION PREVENTION AND CONTROL

EVS 1233 Introduction to Water Plant Operations — **4 semester hours**

Includes history of water supply and treatment, characteristics of potable water, water uses-domestic and industrial and water resources glossary. Students will make several on-site plant visitations and have an extensive review of Florida water standards and regulations. A thorough study of certification standards and regulations. A thorough study of certification standards and professionalism are also included.

EVS 1233L Basic Hydraulics & Lab Tests Water Plant Operations — **3 semester hours**

The student will perform mathematics exercises including conversion factors as they relate to application of formulas used in daily water treatment plant operations. The student then applies these formulas to laboratory use as he/she learns water sampling techniques and physical, chemical and biological analysis used in daily plant operator routine. Prerequisite: EVS 1233.

EVS 1234 Introduction to Wastewater Plant Operations — **4 semester hours**

Includes history of wastewater treatment and disposal, characteristics of wastewater, water pollution, wastewater glossary, certification standards and professionalism, pollution control standards and personal hygiene. Extensive review of Florida Department of Pollution control regulations and testing procedures are also included. Several on-site plant visitations are incorporated.

EVS 1234L Basic Hydraulics & Lab Test—Wastewater Plant Operations — **3 semester hours**

The student performs mathematics exercises including conversion factors as they relate to application of formulas used in daily wastewater plant operations. He/she then applies the formulas to laboratory use as he/she learns wastewater sampling techniques and physical, chemical and biological analysis used in daily plant operation routine. Prerequisite: EVS 1234.

EVS 1235 Water Plant Operations Control — **3 semester hours**

The student will study in detail water supply availabilities and water treatment methods and control. Prerequisite: EVS 1233 and EVS 1233L.

EVS 1236 Wastewater Plant Operations Control 3 semester hours

The student will study in detail wastewater collection systems and waste-water treatment processes and control. Prerequisite: EVS 1234 and EVS 1234L.

EVS 1238 Operations & Management—Water Treatment Plant 3 semester hours

Detail study is made into the design, operation and management practices of a water treatment plan. Water distribution systems including water storage and transmission is thoroughly studied. Prerequisite: EVS 1233, EVS 1233L and EVS 1235.

EVS 1239 Operation & Management—Wastewater Treatment Plant 3 semester hours

Detail study is made into the design, operation and management practices of a wastewater treatment plant. Included is a study of the methods of effluent and sludge disposal. Prerequisite: EVS 1234, EVS 1234L, and EVS 1236.

PSYCHOLOGY

CLP 1000 Psychology of Adjustment 3 semester hours

Basic study of motivation, reactions to frustration and conflict, personality, and techniques of mental hygiene. Recommended for students who do not plan to take PSY 2102. Meets area 5 AA degree general education requirements.

DEP 2102 Developmental Psychology I: Child Psychology 3 semester hours

Study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Observations will supplement assignments. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements.

DEP 2302 Adolescent Psychology 3 semester hours

Personal and social development and maturation during adolescence with attention to research dealing with characteristic problems and adjustments. Prerequisite: PSY 2012. Meets area 5 AA degree general education requirements.

INP 1301 Human Relations in Business and Industry 3 semester hours

Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices.

INP 2101 Applied Psychology 3 semester hours

The application of behavioral laws in situations calling for behavior change. The student is provided with a variety of opportunities to modify behavior by applying principles of behavior. The student then evaluates the effectiveness of his/her program. Prerequisite: PSY 2012 and PSY 2043. Meets area 5 AA degree general education requirements.

PSY 2012 General Psychology 3 semester hours

Scientific approach to basic principles of human behavior, emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Meets area 5 AA degree general education requirements.

PSY 2043 Advanced General Psychology 3 semester hours

The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior. How behavioral laws are found and used in the modification of behavior. Prerequisite: PSY 2012. Meets area 5 AA degree general education requirements.

PSY 2931 Independent Study in Psychology 3 semester hours

A directed study course in the behavioral sciences. The course will be available to both majors and non majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Sciences Department via an instructor.

SOP 2002 Social Psychology 3 semester hours

Application to psychological principles to social problems and social relations. The topics studied include: the individual and the group, role and status, fads and fashions, attitudes, public opinion, propaganda, conflict and prejudice. Prerequisite: PSY 2012. Meets area 5 AA degree general education requirements.

PUBLIC ADMINISTRATION

PAD 1002 Theories of Public Administration 3 semester hours

The bases of administration and administrative decision making. A general study of organizational structure and processes: the division of work, authority, status systems, communication and control. Relation of policy to administration. The origins and development of public administration.

PAD 1416 Municipal Personnel Administration 3 semester hours

Examination of recruitment, examination, and promotion procedures for public service personnel. The relationship of formal and informal communication processes in lower administrative echelons as they bear on the formulation and implementation of personnel policies.

PAD 1802 Management Practices for Smaller Cities 3 semester hours

Designed to give an overview of major objectives, methods and procedures in each of the "line activities" of small municipal governments, with emphasis on the staff aspects of the chief administrator such as: planning, financing, personnel, trend analysis and public relations.

PAD 2350 Growth Management in the Public Sector 3 semester hours

This course is designed to be a study in the bases for and techniques of growth management. Emphasis will be placed on the legal aspects, the traditional and emerging techniques of growth management, and the relationship of politics, planning, and the public interest.

PAD 2412 Supervisory Methods in Municipal Administration 3 semester hours

A program designed for supervisors and administrators stressing leadership and human relations. The thrust of the course is aimed at the creation and maintenance of a climate of participation based on communication and effective leadership.

PAD 2441 Municipal Public Relations 3 semester hours

This course is designed to cover the increasingly complex area of public opinions, public attitudes, and

public information regarding governmental and municipal operations. It will teach public employees to act effectively in these areas and the course provides the tools and understanding to make good public relations integral to a city's administrative practice.

PAD 2801 Managing the Modern City — **3 semester hours**

A study designed for administrators of all sizes of cities: metropolis, suburb or village; stressing the sociology and make-up of cities, the forces of change, programming for change with close view of organization and management of administrative functions in a changing era.

PAD 2930 Contemporary Topics in Public Administration — **3 semester hours**

These courses are designed to bring into focus those problems that are facing public administrators in Broward County each semester, and provide an opportunity to discuss these problems from the professional and academic viewpoint, working towards a better understanding of the problem and possible solutions. Each semester different topics will be reviewed and a decision made as to which subject to pursue according to public interests. The content will vary with local current issues. The material is not repetitious, and the student may repeat the course. No prerequisite needed. No need to take these in sequence.

URP 2000 Principles and Practice of Urban Planning — **3 semester hours**

This course is designed to cover the latest concepts and methods of urban planning. Included are: basic planning studies, special approaches to planning, implementation of policies and plans, regulations and renewal and the planning agency.

FIN 2710 Municipal Finance Administration — **3 semester hours**

This is not a course for city finance directors. It is a practical course in preparing and operating within a municipal budget and the various kinds of management approaches which can be undertaken to assure efficient and effective expenditures of budgeted funds. Designed for division/department heads and departmental fiscal control personnel, it will include new and innovative budget management techniques, including getting and using federal/state grants, performance budgeting and program monitoring activities.

MAN 1340 Effective Supervisory Practices — **3 semester hours**

Designed for the in-service training of supervisors employed by cities, counties and other local government. First-line supervisors will be assisted in mastering difficult responsibilities in organizing and directing work, maintaining discipline, counseling employees, handling grievances and other vital areas of their jobs.

PURCHASING COURSES

MAR 2131 Purchasing I — **3 semester hours**

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy and capital equipment, study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations.

MAR 2132 Purchasing II — **3 semester hours**

Continuation of MAR 2131. This would include purchasing problems in the material management, negotiation, inventory management, and contract administration field.

RADIATION THERAPY TECHNOLOGY

RAT 1001 Introduction to Radiation Therapy — **3 semester hours**

To introduce the student to the clinical institution and the department. Stresses the ethics of patient-radiologist-technologist relationship, nursing procedures and safety precautions necessary for therapy patients, and the keeping of records.

RAT 1021 Principles of Radiation Therapy — **2 semester hours**

Examines the principles of radiation therapy, the rationale of treatment, radiosensitivity of various tissues and tumors and the radiations used for each showing the necessity of fractionation and protraction consistent with tissue tolerance.

RAT 1023 Oncology — **2 semester hours**

A study of tumors, their formation, growth, pathology and radiosensitivity with emphasis on those of concern to the radiation therapist.

RAT 1111 Radiographic Processing — **2 semester hours**

The fundamentals of taking and processing a radiograph as related to radiation therapy.

RAT 1211 Anatomy and Physiology Self Study — **1 semester hour**

Planned to review anatomy and physiology by means of film loops and cassettes. The program may be self-paced with knowledge and comprehension tested at various stages of the program.

RAT 1611 Introduction to Radiation Physics — **1 semester hour**

The study of the structure of matter and its interaction with radiation.

RAT 1614 Radiation Physics — **2 semester hours**

The production of natural and artificial radiation. Properties and measurement of various types of radiation are studied. The necessity and means of protection are examined.

RAT 1800L Clinic A — **2 semester hours**

Practicum course requiring a minimum of twelve clock hours per week in clinical experiences.

Introduces the student to clinical training, working under direct supervision by registered therapy technologists. The student becomes involved in patient contact and patient care procedures.

RAT 1810L Clinic B — **5 semester hours**

Continued experience in the clinical area, becoming more involved in the procedures and problems of patient care. Clinical techniques are acquired under direct supervision.

Practicum course requiring a minimum of thirty clock hours per week in clinical experiences.

RAT 1820L Clinic X — **4 semester hours**

Introduces the student to clinical training, working under direct supervision by registered therapy technologists. The student becomes involved in patient contact and patient care procedures.

Practicum courses requiring a minimum of 24 clock hours per week in clinical experience.

RAT 1830L Clinic Y — **4 semester hours**

Practicum courses requiring a minimum of 24 clock hours per week in clinical experience.

Continued application of knowledge and skills with the acquisition of new techniques. Greater variety of opportunities and exposure to a variety of facilities and equipment are provided.

RAT 2241 Pathology and Radiobiology — **3 semester hours**

Introduces the various types of pathology that will be encountered in radiation therapy. Introduces radiobiology of the cell and the various cellular responses to radiation as well as the physiological responses of the patient.

RAT 2618 Advanced Radiation Physics — **4 semester hours**

Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: RAT 1611, 1614. For students in the A.S. degree program.

RAT 2619 Dosimetry — **1 semester hour**

The study of radiation dose measurement and the instrumentation used. The need for accuracy is stressed.

RAT 2840L Clinic C — **2 semester hours**

Continued application of knowledge and skills with the acquisition of new techniques. Greater variety of opportunities and exposure to a variety of facilities and equipment are provided.

Practicum course requiring a minimum of twelve clock hours per week in clinical experiences.

RAT 2850L Clinic D — **6 semester hours**

An internship requiring forty hours per week in clinical practice for 32 weeks. Advanced clinical application. The student continues to expand his/her knowledge of requirement and procedures in supervised contact with the patient.

RAT 2860L Clinic Z — **5 semester hours**

Advanced clinical application providing a complete range of experience in a concentration of clinical hours. The student becomes totally familiar with and competent in all aspects of radiation therapy technology including problem solving and decision making.

RADIOLOGIC TECHNOLOGY

NMT 2002 Introduction to Nuclear Medicine — **1 semester hour**

Designed to give the diagnostic and therapy technologist an introduction to nuclear medicine. Provides an overview of the diagnostic and therapeutic procedures involved in nuclear medicine.

RTE 1002 Introduction to Radiologic Technology — **3 semester hours**

This course sets the pace for the future technologist. The history concerning the discovery, development, production and use of x and gamma radiation will be presented. Radiologic technology as a chosen profession, including the needs, criteria and demands placed on a future technologist will be studied. Familiarization with hospital organization with special emphasis on the department of radiology will be stressed and other related structure, rules, requirements, regulations and general knowledge necessary for student function in the department will be covered. Fee: $5.00.

RTE 1308 Radiologic Science — **3 semester hours**

A detailed study of radiation hazards, effects, personnel and patient protection methods, measurement and monitoring radiation will be presented. Included are the elements of dark room chemistry, solutions and film handling. Student participation in automatic and manual processing methods will be emphasized. Fee: $5.00.

RTE 1455 Principles of Radiographic Exposure — **3 semester hours**

Presented are the principles of radiographic exposure which will include prime factors, radiographic quality, latent image formation, radiological mathematics, screens, technical and tube rating charts, calibration and accessories. The various phenomena will be observed through practical experimentation with an activated X ray lab unit and a phantom patient of tissue equivalent absorption power. Fee: $15.00.

RTE 1720 Topographical Anatomy — **1 semester hour**

Stresses anatomical reference points, the relative position of organs to each other and to the skeletal system. Viewing radiographs of various areas of the body. Discussing tissue density and positioning. Review of circulation to various organs as used for special procedures. Pertinent details of all of the body systems and functions are studied. Wherever applicable, pertinent pathological conditions demonstrable radiographically are discussed along with the anatomy of the involved area. Prerequisite: APB 1023, 1203. Corequisites: APB 1203L, 1204, 1191L.

RTE 1800L Clinic A (Positioning) — **2 semester hours**

Provides the student observation and limited participation within the X-ray room. Film critique and panel discussion will be correlated within each procedure to provide interesting learning experience. Positioning classes are held during each procedure. Office procedure will also be included. Liability insurance and radiation monitoring service are required and are paid separately.

RTE 1810L Clinic B (Positioning) — **2 semester hours**

The student is involved in preparing the less complex selected X-ray examinations under close supervision. Film critique and lecture will reinforce the learning experience.

RTE 1840L Clinic C (Positioning) — **2 semester hours**

Provides increased student involvement in actual performance of X-ray studies. Technical factors and film critique will be correlated with positioning classes during the clinic.

RTE 2123 Nursing Procedures Pertinent to X-Ray — **2 semester hours**

The fundamental principles of sterile technique related to X-ray procedures, the care and safety of the patient, such as wheelchairs and stretchers, will be emphasized. The elements of first aid in emergency patient handling are also present. Familiarization with equipment and procedures for its use within the department will be stressed.

RTE 2320 Introduction to Radiation Therapy — **1 semester hour**

Designed to give the diagnostic technologist an introduction to the field of radiation therapy. The student will explore the types of diseases which are receptive to radiation therapy and their treatment, while protecting the patient's total health. Includes the various radiation materials available, the necessity of treatment planning, and the special techniques required to deal successfully with these patients.

RTE 2564 Positioning and Special Procedures — 4 semester hours

The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast media which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: RTE 1002, 1308, 1455, 2123. Fee $5.00.

RTE 2564 Special Procedures — 3 semester hours

A presentation of the methods and materials used for the radiographic study of organs and systems not routinely visualized.

RTE 2587 Advanced Radiological Technology — 3 semester hours

Seminars and lectures will be presented by radiologists, other physicians, and instructurs with expertise in given area of radiologic technology. Emphasis will be placed on keeping the technologist current in the field with recent developments in techniques, procedures, and equipment.

RTE 2614 Radiologic Physics — 3 semester hours

A detailed study involving the fundamentals of electrical and radiation physics is presented. The basic principles underlying the operation of X-ray equipment and auxiliary devices are explained. X-ray circuitry will be demonstrated and be available to the student for individual study. The important concepts of radiation protection for patients and personnel are stressed. Prerequisite: MTB 1334 or 1033.

RTE 2850L Clinic D (Positioning) — 2 semester hours

Involves student rotation into advanced radiographic operations. Diversification in the types of examinations in the emergency, operating and fluoroscopic rooms, positioning, film critique, and technical factors run concurrently.

RTE 2895L Internship — 4 semester hours

Rotating room assignments and increased skills in all areas of examinations will be reviewed. All previous clinics, materials, examinations and procedures will be included within seminars. Students praticipation and performance of previous skills will be applied. 40 Hours weekly. (50 weeks 2000 hours). Liability insurance is required and is to be paid separately.

READING

REA 1105 College Reading — 3 semester hours

Develops efficient reading abilities: comprehension, vocabulary, speed, and study techniques. Recommended corequisite: ENC 0013 or ENC 1033. Fee $5.00.

REA 1205 Speed Reading — 3 semester hours

Increases speed; improves analytical, inferential, and critical reading abilities; and teaches advanced study techniques. Prerequisite: REA 1105 or a minimum of 40th percentile on a national college reading test or instructor's approval. Three hours weekly including laboratory experience. Fee $5.00.

REAL ESTATE COURSES

MAN 1560 Property Management — 3 semester hours

Prerequisite: REE 1000 or REE 1040. An examination of the professional handling of income producing properties, including leasing, tenant relations, collections, advertising, maintenance, and accounting for commercial, industrial, and residential properties.

REE 1000 Introduction to Real Estate Principles & Practices — 3 semester hours

An introduction to the basic principles, practices, and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Not to be used by candidate desiring to sit for Florida real estate exam. Offered Term I at one location. (Primarily for Secretarial Science majors.)

REE 1001 Real Estate Economics — 3 semester hours

Prerequisite: consent of instructor. A practical study of the economic trends and factors influencing real estate. Topics include real estate market analysis, growth and structure of cities, subdividing and building, appraising and finance. National, state and local government regulations affecting the real estate market will be considered.

REE 1040 Florida Real Estate Commission I — 4 semester hours

Florida Real Estate Commission's Course I. An introduction to the basic principles, practices and theories of real property, its economic value, and the legal aspect of real estate law as applied to salesmen. Successful completion qualifies a candidate to sit for the Florida Real Estate Salesman License—$5.00 fee.

REE 1100 Real Estate Appraisal I — 3 semester hours

Prerequisite: REE 1000 or REE 1040 or consent of instructor. The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market; and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style and functional utility, building cost estimates and depreciation.

REE 1200 Real Estate Finance — 3 semester hours

Prerequisite: License, REE 1000, or REE 1040. This course covers methods of financing real estate: i.e., conventional loans, government insured loans such as FHA or GI. The second half of the course includes essentials of real estate values.

REE 1430 Legal Aspects of Real Estate — 3 semester hours

Prerequisite: REE 1000, REE 1040 or substantial real estate or escrow experience. This course covers the elementary concepts of real estate law and practice in Florida. Subjects covered include: property classes, estates, leaseholds and ownership, easements, transfers, escrows, contracts, zoning, broker's regulations, license law, and title insurance.

REE 2041 Florida Real Estate Commission II — 3 semester hours

Nature of rights in real estate, urban development and utilization, valuation of real property, the real estate business, and government regulation. Prerequisite: REE 1040 and student must submit a notorized affidavit stating that he or she has been an active Real Estate Salesman for at least six months. Fee $5.00.

REE 2120 Residential Appraisal — 2 semester hours

The role of appraising, neighborhood analysis, site and building data, improvement analysis, gross rent multiplier analysis, cost approach, methods of site valuation, reproduction cost, appraising for land development, how to organize an appraisal department.

REE 2141 Real Estate Appraisal II — 4 semester hours

Prerequisite: REE 1100. This course is the equivalent to SREA Course 201. Combination of lecture and case

approach to commercial appraisal with emphasis on income approach, in particular the estimation income and expense and the capitalization of net income into a value indication. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA.

REE 2250 Real Estate Exchange and Taxation — **3 semester hours**

Prerequisite: six hours in real estate subjects or license. This course is a study of the taxation in real estate investment and sales. Recent legislation concerning federal income tax which affects real estate is included. Detailed examples are given concerning exchange methods in transferring real estate ownership and its relationship to taxation.

REE 2270 The Mortgage Broker in Mortgage Lending — **2 semester hours**

The Mortgage Brokerage Act, Chapter 494, Florida Statutes; the mortgage broker in mortgage lending; history of mortgage lending; application procedure; the broker's role in closing the mortgage loan; mortgage business customs procedures; Federal Housing Authority loans; Veterans Administration loans; the role of the appraiser in mortgage lending; and final examination, State of Florida Comptroller's Office.

REE 2271 Mortgage Loan Servicing — **2 semester hours**

Loan servicing systems and regulations, assumptions, and modifications, acquisition of real estate, management of owned real estate, buying and servicing participation loans, procedures for outright loan sales, home improvement loans.

REE 2302 Principles of Real Estate Investment — **3 semester hours**

Real estate investment fundamentals depreciation, capital gain and loss, installment sales, nontaxable exchange, ownership forms, commercial leasehold financing, creative financing, financial analysis projection, land, industrial property, shopping centers, office buildings, residential property, and mobile homes parks.

REE 2310 Real Estate Advanced Practices — **3 semester hours**

Prerequisite: REE 1000 or REE 1040 or consent of instructor. An advanced course developed especially for real estate licenses or persons employed in real estate services to increase their knowledge and improve their knowledge and improve their competence in four specialized areas of real estate operations: (1) the use and completion of selected real estate forms; (2) title and escrow procedures; (3) residential construction and design; and (4) investment and commercial properties.

REE 2400 Real Estate Law I — **2 semester hours**

Land and its elements, fixtures, easements, land description, land titles, deeds, recording and instruction notice, escrows, community property.

REE 2435 Real Estate Law II — **2 semester hours**

Liens, mortgages, construction loans, closing mortgage loans, foreclosures and redemptions, F.H.A. loan insurance, subdivisions, building restructions, zoning, shopping centers, condominiums.

REE 2445 Case Problems in Real Estate Closing — **3 semester hours**

This course covers the following: proration problems; tax rate problems; area problems and property description problems; brokerage fee problems; capitalization problems, profit and loss problems and gross rent multiplier problems; interest problems; discount problems; depreciation problems and appreciation problems; state transfer tax problems; and general problems.

REE 2450 Advanced Aspects of Real Estate Law — **3 semester hours**

Prerequisite: REE 1000, REE 1430 or real estate broker or salesman license, or practicing attorney, or escrow officer. This is a course for persons interested in the more advanced legal aspects of real estate problems. The course assumes a basic knowledge of the elements of real estate law. Subjects covered include: real estate contracts, probate proceedings, trusts, leases, tract maps, legal descriptions, litigation finance trust deed provisions, mechanic's liens, loan laws, cooperative projects, condominiums, and business regulations.

RELIGION

HEB 2100 Biblical Hebrew — **3 semester hours**

Students will learn to read the Hebrew alphabet and acquire a minimum knowledge to the seven conjugations so as to identify basic word forms.

HEB 2101 Biblical Hebrew — **3 semester hours**

This is a continuation of HEB 2100 with attempts at reading very simple passages.

HEB 2102 Biblical Hebrew — **3 semester hours**

If HEB 2102 should be requested by demand, HEB 2101 will be a prerequisite.

REL 1210 The Old Testament — **3 semester hours**

Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today.

REL 1211 Old Testament History — **3 semester hours**

Cultural history of the Hebrew people to the third century B.C. Prerequisites: Advanced standing or approval.

REL 1228 The Wisdom Books of the Bible — **3 semester hours**

Limited to the study of the books Job, Proverbs, Ecclesiastes and some selected wisdom Psalms. There is no prerequisite.

REL 1243 New Testament History — **3 semester hours**

Cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the second century A.D. Prerequisite: Advanced standing or approval.

REL 2010 Introduction to the Study of Religion — **3 semester hours**

An introduction to the study of religion as an academic discipline. The focus of the course is on religion, not religions; the attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena in the experience of man. Meets area 2 or 5 AA degree general education requirements.

REL 2300 World Religions — **3 semester hours**

Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval. Meets area 2 or 5 AA degree general education requirements.

REL 2600 Judaism & Jews — **3 semester hours**

A survey of the development of the Jewish tradition through a study of the concepts, values, and rituals of Judiasm with a consideration for the Jewish influence on Western Civilization, as well as the effects of differing environments on the Jews themselves.

RESPIRATORY THERAPY TECHNOLOGY

APB 2294 Cardio-Pulmonary Pathophysiology — **2 semester hours**

Basic pathological processes, such as inflammation, degeneration and neoplasms, are described. Specific diseases of respiration in the various sub-specialties: (pediatrics, obstetrics, surgery, internal medicine) are studied, with emphasis on pathophysiology.

RET 1024 Introduction to Respiratory Therapy — **3 semester hours**

The student is introduced to basic American Heart Association cardiopulmonary resuscitation techniques. Also, two fundamental units of study—infection control and patient assessment are covered followed by medical gas administration and humidity/aerosol therapy.

RET 1264 Mechanical Ventilation — **2 semester hours**

This course is the introduction to mechanical ventilation including the indications, contraindications, classifications, wave forms, and the theory of fluidics, PEEP, CPAP, and IMV. In the laboratory portion, the mechanics of ventilators, ventilator checks, circuits and spirometers, monitors and alarms will be examined and modifications discussed.

RET 1274 Respiratory Therapy — **3 semester hours**

Intermittent positive pressure breathing, chest physiotherapy, airway care, and mechanical ventilation are covered. Aerosol medications commonly administered in conjunction with IPPB are covered in this course.

RET 1824 Practicum A

The student is orientated to the hospital's environment and the health care team concept. The Practicum provides an opportunity for "hand on experience" of topics being covered concurrently in the RET 1024 didactic course.

RET 2412 Pulmonary Function — **2 semester hours**

Refined techniques in spirometry gas analysis, and theory of arterial blood gas analysis are discussed. Acid base balance and chemistry of oxygen and carbon dioxide transport are covered. Mass screening and other techniques in diagnosis of respiratory disease are given.

RET 2826 Respiratory Therapy Practicum C — **4 semester hours**

Experience with all types of respiratory care modalities is provided eight hours a day, four days a week for six weeks during the summer terms, the primary emphasis is on non critical patients, however, an orientation to the environment of a critical care unit is provided in this course.

RET 2827 Respiratory Therapy Practicum D — **3 semester hours**

Clinical experience in the respiratory care treatment of critical patients emphasizing airway care, chest physiotherapy, tracheostomy care, and mechanical ventilation is covered in this practicum course. The practicum is designed to complement the cardiopulmonary pathophysiology course APB 2294 offered concurrently.

RET 2828 Respiratory Therapy, Practicum E — **3 semester hours**

This course is designed to allow students to gain experience in clinical problem solving. Emphasis is placed on the assessment of patients with respiratory and cardiovascular disturbances and the formulation of a respiratory care plan.

RET 2934 Cardiopulmonary Diagnostics and Techniques — **2 semester hours**

The cardiology portion of the course covers the anatomy, physiology and examination of the heart including EKG and arrythmias, cardiac catherizations monitoring techniques including CVP - Swan Ganz, arterial lines, shunt and cardiac output determinations. Additional topics are cardiac diseases and drug therapy. Pulmonary diagnostics includes diseases and drug therapy. Pulmonary diagnostics includes examination including x-rays, thorocentesis, bronchoscopy and microbiological techniques.

RET 2844 Respiratory Therapy Practicum F — **3 semester hours**

This course is a continuation of practicum D and E. Major emphasis is on the care of the critically ill, including the newly born. Shunts and cardiac outputs are determined, nomograms constructed and equipment evaluated. Student will continue the rehabilitation segments of practicum C.

RET 2935 Management of the Intensive Care Patient — **2 semester hours**

This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and fluid and electrolyte therapy. Additional topics are the management of arrest, of shock, of the airway, of the post op heart patient and of labile blood pressures.

RET 2601 Hospital Interactions — **1 semester hour**

This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the student to assume his/her rightful role within the health delivery system and enable him/her to adjust to the dynamics of the system in positive ways that will ensure his/her growth and success.

RET 1825 Respiratory Therapy Practicum B — **2 semester hours**

Additional hospital experience is provided in conjunction with practice in administering IPPB, chest physiotherapy, oxygen therapy, airway care, and aerosol therapy, to non-critical patients, the practicum provides an opportunity to gain experience in administering respiratory therapy modlaities being covered concurrently in the didactic course RET 1274.

RET 2284 Respiratory Therapy Respiratory Care — **2 semester hours**

The topics of supportive ventilatory care and post ventilatory management are discussed. Emphasis is placed on the interrelationship of pathology, physiology, acid base chemistry and advanced respiratory therapy techniques.

RUSSIAN

RUS 1100 Beginning Russian — **3 semester hours**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with Russian RUS 1101. 1 Hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

RUS 1101 Beginning Russian — **4 semester hours**

Continuation of Russian RUS 1100. Further development of the basic skills. Selected readings. Prerequisite:

RUS 1100 or its equivalent. One hour language laboratory weekly. Fee: $5.00. Meets area AA degree general education requirements.

RUS 2200 Intermediate Russian — **3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Russian prose. Conversation at an easy and enjoyable pace. Prerequisite: RUS 1101 or equivalent. Meets area 5 AA degree general education requirements.

RUS 2201 Intermediate Russian — **3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through Russian history, geography and literature. Aim of course to give student a necessary background in the culture of Russia and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: RUS 2200 or equivalent. Meets area 5 AA degree general education requirements.

SOCIOLOGY

SOC 2942 Criminology — **3 semester hours**

A study of crime and criminal behavior, and its cause and related effects on society, with emphasis given to criminal theory and the sociological implications of criminal behavior. Prerequisite: SOC 2000.

SOC 2130 Juvenile Delinquency — **3 semester hours**

A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causation. Prerequisite: SOC 2000.

MAF 2501 The Family — **3 semester hours**

Study of the institution of the family utilizing cross-cultural preliterate types; the background, evolution and current structure of the American family. Meets area 5 AA degree general education requirements.

SOC 2000 General Sociology — **3 semester hours**

General analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior. Meets area 3 or 5 AA degree general education requirements.

SOC 2020 Social Problems — **3 semester hours**

Study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SOC 2000. Meets area 3 or 5 AA degree general education requirements.

SOC 2422 Social Organizations — **3 semester hours**

A study of the institutions of our society and how our society is organized. Special emphasis is on theories of social organization, social change, and the exploration of each institution in our society. Prerequisite: SOC 2000. Meets area 3 or 5 AA degree general education requirements.

SOC 2740 Contemporary Race and Ethnic Studies — **3 semester hours**

A study of minority dominant relations with emphasis upon ethnic, racial, and religious minorities. Prerequisite: SOC 2000.

SOC 2905 Independent Study in Sociology — **3 semester hours**

SPANISH

SPN 1000 Elementary Spanish Conversation — **3 semester hours**

A custom-made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish-speaking people.

SPN 1100 Beginning Spanish — **3 semester hours**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with SPN 1101. 1 Hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

SPN 1101 Beginning Spanish — **4 semester hours**

Continuation of SPN 1100. Further development of the basic skills. Selected readings. Prerequisite: SPN 1100 or its equivalent. One hour language laboratory weekly. Fee: $5.00. Meets area 5 AA degree general education requirements.

SPN 1130 Elementary Spanish Accelerated — **3 semester hours**

This is a condensed SPN 1100-SPN 1101 course, using basic texts as used in those courses and especially designed for students presenting credit covering regular two-semester course but who, because of time lapse or insufficient preparation, may find the intermediate level too advanced. Meets area 5 AA degree general education requirements.

SPN 1170 Spanish Study Travel — **3 semester hours**

A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish-speaking region. Prerequisite: Spanish SPN 1100 or SPN 1000 or permission of instructor.

SPN 2200 Intermediate Spanish — **3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversation at an easy and enjoyable pace. Prerequisite: SPN 1101 or SPN 1130 or equivalent. Meets area 5 AA degree general education requirements.

SPN 2201 Intermediate Spanish — **3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: SPN 2200 or equivalent. Meets area 5 AA degree general education requirements.

SPN 2240 Intermediate Spanish Conversation — **3 semester hours**

Course may be taken in conjunction with SPN 2200 or SPN 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 2201 course would allow. Prerequisite: SPN 1100-SPN 1101 or its equivalent. Meets area 5 AA degree general education requirements.

SPN 2400 Advanced Composition and Conversation — **3 semester hours**

For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversa-

tion and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN 2201 or its equivalent. Meets area 5 AA degree general education requirements.

SPN 2401 Advanced Composition and Conversation — **3 semester hours**

For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 5 AA degree general education requirements.

SPW 2010 Studies in Spanish Literature and Culture — **3 semester hours**

Course enables student to read intelligently classical masterpieces in the literature of Spain from middle ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

SPW 2011 Studies in Spanish Literature and Culture — **3 semester hours**

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

SPECIAL SERVICES

ENC 9000 English — **3 semester hours**

This course includes a study of basic grammar and usage as it applies to readings and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition.

ISC 9021 Special Services Natural Science — **3 semester hours**

An individualized program designed to help the student to understand the aspects of environment which man can or cannot control. The student will see man's interdependence with plants and animals; the student will learn body care, and he/she will come to understand factors of inheritance. In addition thereto, the student will come to recognize the application of science in the world of business and industry.

MAT 9013 Mathematics — **13 semester hours**

An individualized program for the development of skills in the operations of arithmetic; many fundamental skills and concepts of business mathematics are included. Basic algebraic skill and concepts are stressed. The course is designed to meet the individual needs of the student. Problems related to family spending, business usage, to application in industry, and to use in travel and in sports. Lectures, individualized programs, workbooks are all used in presenting the varied topics designed to meet individual needs for general everyday use, and for his/her entry into the mathematics of the career of his/her choice.

REA 9000 Development Reading — **3 semester hours**

A special course for students with reading handicaps that inhibit success in achievement of life goals. This course will offer special work in vocabulary development through practice in word attack skills, syllabification, roots, prefixes and suffixes. Comprehension will be developed through practice in locating main idea, recognition of supporting details, paragraph development and writing summaries of materials read. Special emphasis will be placed on the development of eye acuity, reasonable rate of speed, and formation of proper study habits.

SPC 9000 Speech — **3 semester hours**

This course has been designed toward special goals to help the student develop an awareness of the function of effective oral communication in C contemporary society. Special emphasis is placed upon the relationship of career goals, speech habits, listening habits, vocabulary, grammar, voice and intelligibility as they may influence the student's career or job placement. Techniques and materials used emphasize the building of skills necessary for effective oral communication of the student's ideas and feelings to a listener in groups and individual interactions.

STD 9100 Social Science (Human Dev/Human Relations) — **3 semester hours**

An integrated study of the development of the self with special emphasis upon the development of positive feelings of worth. Understandings in the psychological, sociological, and biological aspects of growth and development will be stressed. Attention will be given to how human beings solve their problems, how they relate to one another, and how the basic ideas of ethical conduct and aesthetic appreciation are developed. Emphasis upon the relationship of all these factors affecting solutions to problems as perceived by students will be stressed.

STD 9104 Personal Social Planning — **1 semester hour**

These are planning sessions designed to help the student acquire functional data about himself/herself in order for him/her to make more realistic self-appraisals and to determine attainable goals and specific goal direction. Group counseling and some sensitivity training will be incorporated into these sessions.

SPEECH

SPC 1024 Introduction to Speech Communication — **3 semester hours**

The beginning course in speech is designed to give each student the opportunity to study and to practice the principles and methods involved in communication while he/she participates as a speaker and as a listener. Upon completion of the course, the student should expect to have attained proficiency in the abilities requisite to effective oral communication. Meets area 5 AA degree general education requirements.

SPC 1511 Argumentation and Debate — **3 semester hours**

Upon completion of this course the student should achieve proficiency in the principles of argumentation including analysis, evidence, inference, and refutation, as they pertain to the debate situation in a democratic society. The student will have had the opportunity to participate in intramural and inter-collegiate debate.

SPC 1594 Forensic Laboratory — **1 semester hour**

Upon completion of this course the student should have acquired the ability to use advanced debate techniques in a manner which allows him/her to compete successfully in inter-collegiate forensic competition. This course may be taken in sequence for one hour credit each semester for a total of four hours credit.

SPC 1050 Voice and Diction — 3 semester hours

Through observation, study and practice the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and improvement of individual voice and diction.

SPC 1600 Public Speaking — 3 semester hours

Upon completion of this course the student should have acquired an understanding of, and ability to use, techniques of public communication including structure and delivery of the public message. Meets area 5 AA degree general education requirements.

SPC 1440 Intro to Group Discussion & Conference Techniques — 3 semester hours

Upon completion of this course the student should be better able to take an active role in society using group discussion and conference techniques to resolve various human problems.

LIN 1200 The Phonetics of American English — 3 semester hours

Upon completion of this course the student should have acquired a knowledge of the sounds of American English, the use of the international phonetic alphabet, and the recognition of acceptable American English pronunciation.

ORI 1000 Introduction to Oral Interpretation — 3 semester hours

Upon completion of this course the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose, poetry, drama and readers theatre.

ORI 1310 Readers Theatre — 3 semester hours

Upon completion of the course the student will have an understanding of the selection, staging, and editing of dramatic literature. The student should develop interpretative insight and master the needed vocal skills for successful presentation. A performance course.

ORI 1950 Readers Theatre Lab — 1 semester hour

Upon completion of performance in a readers theatre production, a student may earn one hour credit per semester. Participants will be selected through arranged auditions and will be enrolled at that time. A student may earn up to four hours credit.

SPA 2020 Introduction to Speech Disorders — 3 semester hours

Upon the completion of this course the student should have an understanding of the types, causes, and therapeutic methods relative to prime speech disorders with emphasis on pre-school and elementary school populations.

SPA 2030 Introduction to Audiology — 3 semester hours

Upon completion of this course the student will have an understanding of the types, causes, and treatment relative to prime hearing disorders with emphasis on pre-school and elementary school populations.

SPA 2333 Intro To Manual Commun With/For Hearing Impaired — 3 semester hours

Upon completion of this course students will have acquired the ability to communicate with the deaf and hard of hearing through the use of the manual method. An understanding of the development of that method and of the communicative and psychological problems of the hearing impaired will be investigated. The course is open to all students.

RTV 2000 Introduction to Radio and Television — 3 semester hours

An introduction to the broadcast media through which the student should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media.

RTV 2220 Television Production I — 3 semester hours

From this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on creative forms of production. Prerequisite: RTV 2000 or permission of the instructor.

STATISTICS

STA 2013 Elementary Statistics — 3 semester hours

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, regression, and correlation. A student owned pocket calculator is required. Prerequisite: any college mathematics course or two years of high school algebra with grade of "C" or better.

THEATRE

THE 2000 Live Theatre Appreciation — 3 semester hours

A course designed to afford an opportunity for members of the community to attend local theatre productions and to discuss the dramaturgy as to its aesthetic and cultural effects upon life today. Extra expense for the course includes play scripts and tickets to plays and/or musicals. Contact instructor.

THE 2002 Theatre in Western Culture Humanities — 3 semester hours

A course designed to present a general approach to the development of the theatre arts in western culture through an historical and contemporary study of dramaturgy. Meets area 2 or 5 AA degree general education requirements.

THE 2051 Children's Theatre Production — 3 semester hours

Laboratory credit for students participating in the children's theatre program. This includes the rehearsal and production period which continues the entire sixteen-week academic period. Prerequisite: by audition for the children's theatre play. This is a performance course.

THE 2052 Children's Theatre Production for Spec Assistants — 3 semester hours

Laboratory credit for special student assistants to the children's theatre program. This will give to the student director, stage manager, costume designer, etc. the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor.

THE 2100 History of the Theatre — 3 semester hours

An evolutionary study of the theatre from 5th century B.C. to the present day.

THE 2375 Contemporary Drama — 3 semester hours

Course designed to acquaint the student with plays written from the beginning of realism (Ibsen) to present day.

TPA 1290L Theatre Productions — 1 semester hour

TPA 1291L Theatre Productions — 1 semester hour

TPA 1292L Theatre Productions — 2 semester hours

TPA 1293L Theatre Productions — 2 semester hours

TPA 1294L Theatre Productions — 3 semester hours

TPA 1295L Theatre Productions — 3 semester hours

Participation by the student as technician in the dramatic and musical productions of the college.

TPA 2060 Set Design — 3 semester hours

The research and execution of the visual environment of the play. Layouts will be prepared for an assigned production project. Pencil and ink drawings, ground plans, elevations and models will be executed to scale in preparation for construction of the set. Prerequisite: THE 2002 or THE 2100 and TPA 2200. By permission of instructor only.

TPA 2200 Stagecraft — 3 semester hours

Course designed to investigate the principles of stagecraft, lighting, props and set construction. Open to first semester freshmen.

TPA 2220 Introduction to Stage Lighting — 3 semester hours

A course designed to introduce the drama student to the historical background of theatrical lighting technology and design as well as an introduction to the tools and concepts used by the lighting technician of today. The student will be introduced to the basics of electricity and how it has advanced with the equipment used in the area of lighting for the stage from the most primitive equipment to the most modern computer system. The student will also be introduced to the people involved in the development of the technology and design concepts in the field of stage lighting. Prerequisite: TPA 2200.

TPA 2250 Makeup for Stage and Television — 3 semester hours

The theoretical and practical application of all types of straight and character makeup for the stage and television. Open to freshmen.

TPP 0190L Theatre Productions — 1 semester hour

TPP 0191L Theatre Productions — 1 semester hour

TPP 0192L Theatre Productions — 2 semester hours

TPP 0193L Theatre Productions — 2 semester hours

TPP 0194L Theatre Productions — 3 semester hours

TPP 0195L Theatre Productions — 3 semester hours

Participation by the student as actor in the dramatic and musical productions of the college.

TPP 2130 Acting I — 3 semester hours

The concentrated study of body movement to communicate thought and idea. Open to freshmen.

TPP 2150 Acting III — 3 semester hours

Advanced techniques of acting. Prerequisite: TPA 2250, TPP 2130, TPP 2700.

TPP 2300 Directing — 3 semester hours

Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization management of the educational theatre. Prerequisites: TPA 2250, TPP 2130, TPP 2700, TPP 2150, THE 2375.

TPP 2530 Fencing for the Stage — 1 semester hour

This course is designed for the actor to learn the usage of weapons as they pertain to the period and style of the play. Open to male or female. This course will not satisfy the HPR activity credit requirement.

TPP 2700 Acting II — 3 semester hours

Course designed to assist the beginning actor in controlling his/her voice as it relates to his/her role in the play. Exercises related to flexibility and control on stage will be taken from dramatic literature, classical to contemporary. A study of dialects will assist the actor in versatility. The course is designed for drama majors and minors. Prerequisite: TPP 2130.

TPP 2510 Ballet Movement for the Stage — 2 semester hours

A course designed to teach the beginning actor ballet terminology as it applies to the classic ballet. Each basic movement and step will be practiced as sufficiently as the student's ability will enable him/her to progress. This movement will be utilized as it applies to the needs of the actor. Open to male or female. A student need not have studied ballet to enroll in this course (This course will not satisfy the HPR activity credit requirement.)

TPP 2511 Ballet Movement for the Stage Continued — 2 semester hours

Continuation of DAA 2840. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him/her to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement.)

TPP 2512 Ballet Movement for the Stage Advanced — 2 semester hours

Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPR activity credit requirement.)

TOURISM INDUSTRIES ADMINISTRATION PROGRAM

HFT 1700 Introduction to Tourism Industries Administration — 3 semester hours

An overview to show the history, organization, problems, opportunities and possible future trends in the many areas which comprise the travel and tourism industries. Emphasis is on the economic benefits and social implications of tourism. This course would be beneficial to the purchaser of tourism services as well as the marketeer.

HFT 1790 Tourism Industries Administration Operations Practice — 3 semester hours

Work experience (average 15 hours/wk.) in approved segment of the tourism industries coordinated with a weekly on-campus seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the students and their supervisors. Research projects and written reports commensurate with the individual's career goals are required.

HFT 2730 Tour Packaging

How to create, develop and sell package tours. Methods of customizing tours through the proper matching of

destinations with market segments. Prerequisite: HFT 1700 or instructor approval.

HFT 2791 Tourism Industries Administration Management Practicum **3 semester hours**

Management practicum continuation of HFT 1790 with emphasis shifted from skill level duties to managerial functions.

HFT 2430 Accounting for Travel Agents **3 semester hours**

A study of the basic principles and practices of accounting for Travel Agencies with applications for managerial decisions.

TRAFFIC MANAGEMENT COURSES

TRA 1030 Introduction to Transportation and Traffic Management **3 semester hours**

An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims.

TRA 1100 Transportation and Traffic Management I **3 semester hours**

The fundamentals of construction and filing of tariffs with emphasis in freight rate structure. In addition, methods of routing and handling traffic including terminal facilities, demurrage, weight, warehousing, and packaging. Prerequisite: TRA 1030 or actual experience in the field and consent of instructor.

TRA 2110 Transportation and Traffic Management II **3 semester hours**

Advanced rate study covering imports and exports, combination through rates, intermediate rates, milling in transit, loss and damage, overcharges and undercharges, classification and rate committee procedure. Prerequisite: TRA 1100.

TRA 2120 Transportation and Traffic Management III **3 semester hours**

Transportation law—a study of the Interstate Commerce Commission regulations on tariff, procedures, and practices before the Interstate Commerce Commission, damages awarded under the regulations, and review of the Commission's decisions. Prerequisites: TRA 2110.

TRA 2230 Warehousing, Distribution and Material Handling **3 semester hours**

The principles of warehousing and distribution in relation to sales, services and transportation conditions. The use of storage and warehousing as a part of sales distribution. Warehousing contracts, warehouseman's liability insurance and service, methods of material handling. Pallet loads, conveyor or systems and other time and labor saving devices.

Administrative Boards

State Board of Education

D. Robert Graham
Governor

George Firestone
Secretary of State

Ralph D. Turlington
Commissioner of Education

James Smith
Attorney General

Bill Gunter
Treasurer

Doyle Conner
Commissioner of Agriculture

Gerald Lewis
Comptroller

State Community College Council

William R. Cotton, *Chairperson*
Hastings, Florida

Margaret B. Roach, *Vice Chairperson*
Fort Lauderdale, Florida

T. Scott Jordan
Ocala, Florida

Lee G. Henderson
Tallahassee, Florida

Ramer Maguire
Orlando, Florida

Helen Sowell
Panama City, Florida

Jack Kassewitz
Coral Gables, Florida

Dr. Philip Benjamin
St. Petersburg, Florida

District Board of Trustees

Sheldon J. Schlesinger, *Chairperson*
Hollywood, Florida

George E. Mayer, *Vice Chairperson*
Fort Lauderdale, Florida

John H. Payne
Fort Lauderdale, Florida

Margaret Roach
Fort Lauderdale, Florida

Elinor Wilkov
Hallandale, Florida

Past Members District Board of Trustees (1968-1975)

Clem E. Bininger
Robert E. Ferris
Jules J. Polachek
John H. Payne
Judson A. Samuels
Walter C. Young

College Advisory Committee (1959-1968)

Clem E. Bininger
W. W. Cadwell
Lloyd C. Cassels
Robert E. Ferris
John H. Payne
Jules J. Polacheck
Judson A. Samuels
Florence Tustison

Directory of Correspondence

A. HUGH ADAMS, *President*
Policies, representative for the College in public addresses and information, public relations, faculty, physical property, general college business, fund raising, endowments, and gifts.

CLINTON D. HAMILTON,
Executive Vice-President
General operational concerns.

DAVID A. GROTH,
Vice-President for Academic Affairs
Curriculum, course of study, faculty activities, and general academic regulations.

ALAN V. BIELEN
Vice-President for Business Affairs
Student accounts and fees, campus planning, sales and service for staff and students, contracts, grounds and plant maintenance.

GEORGE W. YOUNG,
Vice-President for Student Development
Student activities, student orientation and information, student discipline and regulations, student organizations, counseling, student loans, scholarships, workships, student employment, and student health.

GLEN A. ROSE,
Registrar and Director of Admissions
Catalogs, entrance requirements, applications, prospective student questions, transfers, schedule of classes, transcripts, academic records, veteran and selective service questions, and evaluation of permanent records for graduation.

WILLIS N. HOLCOMBE,
Provost, Central Campus
Matters specifically concerning the Central Campus.

CARL M. CRAWFORD,
Provost, North Campus
Matters specifically concerning the North Campus.

ROY A. CHURCH, *Provost, South Campus*
Matters specifically concerning the South Campus.

ALBERT ROBERTSON,
Director of Development and Federal Programs
Fund raising, endowments, gifts, bequests, establishment of trusts, charitable giving, and estate planning.

College Administration

A. HUGH ADAMS, B.S., M.S., Ed.D.
President
CLINTON D. HAMILTON, A.B., M.A., Ph.D.
Executive Vice President
GEORGE W. YOUNG, B.S., M.S., Ph.D.
Vice President for Student Development
ALAN V. BIELEN, B.A., M.Ed., Ed.D.
Vice President for Business Affairs
DAVID A. GROTH, B.S., M.S., Ph.D.
Vice President for Academic Affairs and Director of Community Services
REX BRUMLEY, B.S., M.A.
Director of Athletics
ISAAC CALL, B.A., M.A.
Director of Learning Resources
BRUCE D. IVEY, B.S., M.Ed., Ph.D.
Assistant to the President
GRADY W. DRAKE, B.S., B.S. in L.S.
Director of Libraries
ALBERT FIELDS, B.S.B.A.
Director of Internal Auditing
DONALD HULMES, L.L.B., J.D.
Attorney
WILLIAM C. STUCKRATH, JR., B.S.
Director of Physical Plant
ALBERT ROBERTSON, B.A., M.Ed., Ed.S.
Director of Federal Programs and Development
GLEN A. ROSE, B.S., M.P.H.E., Ed.D.
Registrar
FRED L. SCOTT, B.S., M.Ed., M.A.
Director of Data Systems
CLETUS SIEFKER, B.S.
Director of Accounting
THEODORE TAYLOR, B.S., M.A., Ed.D.
Director of Special Services
MANTHA MEHALLIS, B.S., M.A.A., Ph.D.
Director of Institutional Research and Systems Planning
CAROL J. FINDLEY, B.S., M.A., Ed.S., Ed.D.
Director of Interinstitutional Relations
WALTER F. THOMASON, B.A., M.A.
Director of Cooperative Education
JOHN M. WYNN, B.A., M.A.
Director of Financial Aid
W. HALL WHALEY, JR., B.S.
Comptroller
BETTY J. HELSER, B.S.
Director of Purchasing
ANN ELLEN CHANDLER, B.S., M.A., D.Phil. et Litt.
Director of Cultural Affairs, Special Programs & Bailey Hall
JOSEPH J. DEBLASE, B.A.
Director of Auxiliary Services
EDEE GREEN
Director of College Relations
THOMAS RYAN, B.A., M.A.
Director of Student Activities
JUDITH VAN ALSTYNE
Special Assistant for Women's Affairs

Central Campus Administration

WILLIS N. HOLCOMBE, II, B.A., M.Ed., Ph.D.
Provost

LARRY A. McFARLANE, B.A., M.S.S., Ph.D.
Dean of Academic Affairs

THOMAS E. BROWN, B.A., M.P.A.
Dean of Business Affairs

KATHARINE P. TYMESON, B.A., M.S.W.
Dean of Student Development

MALCOLM BLACK, B.M.F., M.M.E., Ed.D.
Registrar

SANDRA C. GRADY, A.A., B.Ed., M.Ed., Ed.D.
Coordinator of Community Services

North Campus Administration

CARL M. CRAWFORD, B.S., M.Ed., Ed.D.
Provost

LEONARD BRYANT, JR., B.S., M.A., Ed.D.
Dean of Student Development

PATRICIA DYER, A.B., M.S., Ed.D.
Dean of Academic Affairs

DONNA K. GRADY, M.B.A.
Coordinator of Community Services

LAWRENCE ELLIS, B.A., M.A.
Campus Librarian

ROBERT MEINHOLD, B.B.A., M.B.A.
Registrar

South Campus Administration

ROY A. CHURCH, B.S., M.Ed., Ed.D.
Provost

ADRIAN MESA, B.S., M.S.
Campus Librarian

JERRY H. SEARS, A.A., B.F.A., M.Ed.,
Coordinator of Community Services

Southeast Florida Educational Consortium

Dr. Richard H. Konkel
Executive Director
Southeast Florida Educational Consortium
Miami-Dade Community College
District Administration
11011 Southwest 104 Street
Miami, Florida 33176
(305) 596-1131

Emergency Calls

DAY: Contact Vice-President for Student Development
Area Code Number 305
Telephone Number 467-6700
Extension 222

NIGHT: Contact Registrar
Area Code Number 305
Telephone Number 467-6700
Extension 260-262

Directory of Academic Personnel

Listed below are College and Campus personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: from Department Head to Division Chairperson, to Campus Dean of Academic Affairs, to Campus Provost, to College Vice-President for Academic Affairs, to College Executive Vice-President, and to the College President.

College Officers:

A. Hugh Adams
President

Clinton D. Hamilton
Executive Vice-President

David A. Groth
Vice-President for Academic Affairs

Central Campus Officers: 581-8700

Willis N. Holcombe
Provost

Larry A. McFarlane
Dean of Academic Affairs

Katharine Tymeson
Dean of Student Development

Thomas E. Brown
Dean of Business Affairs

Division of Business Administration and Economics:
Philip Trees
Division Chairperson

Department Heads:
Frank Inciardi
Business Administration
Marguerite Lloyd
Casualty Insurance
Richard Goodwin
Marketing Management
Theresa O. Hayes
Secretarial Science

Division of Communications:
John Pawlowski
Division Chairperson

Department Heads:
Betty Adkins
English
Gail Ellyson
Communications for Second Language Students
Max Hall
Journalism
Marina Burdick
Modern Foreign Languages
Margaret Porter
Reading
George Cavanagh
Speech

Division of Humanities:
Jimmy Woodle
Division Chairperson

Department Heads:
Lawrence Tobe
Art
Kenneth Kapelinski
Theatre
William Edwards
Music

Division of Health, Physical Education and Recreation:
Elaine Gavigan
Division Chairperson

Department Heads:
Leroy Wheat
Aquatics, Theory, and Recreation
Clinton Morris
Team, Individual and Dual Sports

Division of Mathematics and Science:
Richard Hill, Jr.
Division Chairperson

Department Heads:
W. Holt Harner
Biological Science
Dudley Palmer
Landscape and Pest Control
Gordon Chesser
Mathematics
Wm. G. Bailey
Physical Sciences

Division of Social Sciences:
Stewart M. Brown
Division Chairperson

Department Heads:
Max W. Harper
History
Neil Shea Crispo
Behavioral Sciences

Division of Allied Health Technology:
Keith Samuels
Division Chairperson

Department Heads:
Constance Ziel Carey
Dental Assisting
Elizabeth White
Emergency Medical Technology
Thelma Audet
Medical Assisting
Barbara Kremp
Medical Laboratory Technology
Karon Overmeyer
Nursing
Lester Lubin
Physical Therapist Assistant
Emil Miller
Respiratory Therapy

Division of Engineering Technology:
Neil Lash
Division Chairperson

Department Heads:
Lorenz Minicone
Contracting & Civil Engineering
M. J. Ellis
Data Processing
Burton Greenstein
Electronics
Raul Perez
Architecture

Division of Public Services:
L. Ray Dieterich
Division Chairperson

Department Head:
Charles Redmond
Fire Science

Criminal Justice Institute:
Robert Lacey

Director

Department Heads:
Sidney Rocker
Career Development
Douglas MacGregor
Corrections
James F. McGowan
Police Science
Michael Slepecky
Police Training

North Campus Officers: 972-9100

Carl M. Crawford
Provost

Patricia A. Dyer
Dean of Academic Affairs

Leonard Bryant
Dean of Student Development

Division of Allied Health Technology:
Ann Romaglia - *Nursing*
Department Head

Division of Business Administration:
Colin Battle
Division Chairperson

Department Head:
T. Jane S. Lusk
Secretarial Science

Division of Communications:
Donna Wilkinson
Division Chairperson

Department Heads:
Shelby Lee
English
Pearl Nitka
Reading

Division of Engineering:
John Brown
Division Chairperson

Division of Humanities:
Thomas Cavendish
Division Chairperson

Department Heads:
Karen Roberts
Art
Thomas Cavendish
Music

Division of Health, Physical Education and Recreation:
William Porterfield
Division Chairperson

Division of Mathematics and Science:
John Rosen
Division Chairperson

Department Heads:
Luther Henderson
Mathematics
John Rosen
Science

Division of Social Science:
Lee Jones
Division Chairperson

Department Heads:
Lee Jones
Behavioral Science
Ralph Clark
History, Political Science, and Geography

South Campus Officers: 962-4110

Roy A. Church
Provost

Division of Allied Health Technology:
Department Heads:
Marge Brantferger
Nursing
Shirley Frazier
Radiologic Technology

Division of Business Administration and Public Services:
Nellie Dry
Division Chairperson

Division of Communications and Humanities
Eric Reno
Division Chairperson

Division of Engineering Technology
Department Head:
William Bowen
Aerospace Technology

Division of Math, Science, Social Science and Health, Physical Education and Recreation
Division Chairperson

The Faculty

ABBOTT, FRANCES, *Biology.* B.S., M.S., Florida State University.

ADAMS, A. HUGH, *President.* B.S., M.S., Ed.D., Florida State University.

ADKINS, BETTY V., *Department Head, English, Central Campus.* B.A., M.A., Ph.D., University of Miami.

AMES, RICHARD, D.D.S., Dental Director, Dental Assisting.

ANDERSON, ANN, *Mathematics.* B.S.E., University of Florida; M.A., Louisiana State University.

ANDERSON, LA MONTE E., *Art.* B.S.Ed., M.F.A., Bowling Green University.

ANDREWS, ALTON B., *Assistant Director, Athletics, North Campus.* B.S., University of Rhode Island; M.Ed., Florida Atlantic University.

APPLEGATE, EDWARD, *English, Journalism.* A.B., M.A., M.H.E., Morehead State University.

ASAL, KAREEN, *Mathematics.* B.S.E., M.S.E., Arkansas State University; Ed.D., University of Mississippi.

AUDET, THELMA, C.M.A., *Department Head, Medical Assisting, Central Campus.* B.S., Mount St. Mary College; M.T., Boston University Hospital—Medical Technology; M.A., Central Michigan University.

AURAND, ALVIN D., *Engineering.* B.S., Michigan State University; M.S., Florida State University.

BAILEY, JOHN M., *Public Services.* B.S., M.S., Florida International University.

BAILEY, WILLIAM G., *Department Head, Physical Science, Central Campus.* B.S., Trenton State Teachers College; M.Ed., University of Georgia.

BAKER, WILLIAM E., *Student Development.* B.A., M.Ed., Florida Atlantic University.

BANERJEE, AMAL, *Biology.* B.S., University of Calcutta; M.S., College of the Pacific; Ph.D., University of Illinois.

BATTLE, COLIN, *Division Chairperson, Business Administration, North Campus.* B.S., University of Florida; M.B.A., University of Massachusetts.

BATTLE, DONNA, *Cooperative Education.* B.S.E., M.A., Ball State University.

BAYLOR, MARY-JO, *Physical Therapy.* B.A., Thiel College; M.A., West Virginia University.

BETHEL, JACQUELYN E., *Business Administration.* B.A., Marietta College; M.Ed., Florida Atlantic University.

BISHOP, DAN H., *Physics.* B.S., M.A., Ball State Teachers College.

BLACK, MALCOLM, *Campus Registrar, Central Campus.* B.M.E., Jackson College; M.M.E., University of Wisconsin; Ed.D., Nova University.

BOASE, JOHN, *Art.* B.A., M.A., Ohio State University.

BOCCHINO, IRMGARD, *Speech.* B.A., Florida Atlantic University; M.A., University of South Florida.

BOCKSTEGE, BEN JR., *Mathematics.* B.S., Indiana University; M.S., Northern Illinois University; Ed.D., Nova University.

BOMWELL, LEONARD, *Business Administration.* B.S., M.B.A., Fairleigh Dickinson University.

BOWEN, WILLIAM C., *Department Head, Aerospace Technology, South Campus.* B.S., University of Florida.

BRANCA, FRANK, *Psychology.* B.A., M.S., Florida State University; Ed.D., Nova University.

BRANTFERGER, MARJORIE, *Department Head, Nursing, South Campus.* B.S., Emory University; M.Ed., Florida Atlantic University.

BRAUNSTEIN, MILTON, M.D., *Medical Director, Respiratory Therapy.* B.A., Rutgers University; M.D., New Jersey College of Medicine.

BRETT, JOHN, *Allied Health Technology.* B.S., State University of New York at Cortland; M.S., The City College of New York; Ph.D., Oxford University.

BROCK, JAMES J., *Data Processing.* B.S., Lincoln Memorial University; M.Ed., University of North Carolina; Ed.D., Nova University.

BROCK, JOAN E., *Business Administration.* B.S., Tennessee Polytechnic Institute; M.S., University of Tennessee.

BROOKS, JAMES A., JR., *Music.* B.S., M.M., Duquesne University; Ph.D., Washington University.

BROWN, FRANCES, *Library.* B.A., M.Ed., University of Florida.

BROWN, HILDRED R., *Nursing.* B.S., Hampton Institute of Virginia; M.A., Jersey City State College.

BROWN, JOHN H., *Division Chairperson, Engineering Technology, North Campus.* B.S.M.E., Pennsylvania State University; M.B.A., New York Institute of Technology.

BROWN, STEWART M., *Division Chairperson, Social Sciences, Central Campus.* B.A.E., M.Ed., University of Florida.

BROWN, THOMAS E., *Dean of Business Affairs, Central Campus.* B.A., University of South Florida; M.P.A., Florida Atlantic University.

BRUMLEY, REX, *Director of Athletics.* B.S., Sam Houston State Teachers College; M.A., George Peabody College.

BRYANT, LEONARD, JR., *Dean of Student Development, North Campus.* B.S., M.A., Jersey City College; Ed.D., Nova University.

BURDICK, MARINA GARCIA, *Department Head, Modern Foreign Language, Central Campus.* B.A., Brooklyn College; M.A., Columbia University.

BURFORD, JUDY, *Nursing.* B.S.N., Old Dominion University; M.S.N., University of Kentucky.

BURGESS, BARBARA, *English.* B.S., Florida Memorial College; M.A., University of Florida.

BURKE, THOMAS H., *Physical Education.* B.A., Transylvania College; M.A., University of Alabama.

BURNS, LONA, *English.* B.A., Woman's College, Hattiesburg, Mississippi; M.A., University of Alabama.

BUTLER, PATRICIA, *Nursing.* B.S., Villa Maria College; M.S.N., University of Miami.

BYRD, CARLTON, *Health, Physical Education and Recreation.* B.S., M.S., Florida State University.

CABALLERO, ALFREDO A., *Spanish.* B.A., University of Kentucky; M.A., University of Miami; Ed.D., Nova University.

CALBERT, MYRTLE, *Nursing.* B.S.N., Florida State University; M.S., Nova University.

CALL, ISAAC, *Director of Learning Resources.* B.A., Mars Hill College; M.A., Appalachian State University.

CAMERON, GIBSON A., JR., *Student Development.* A.B., Central Methodist College; M.Ed., St. Louis University.

CAMPBELL, BERNARD M., *English.* B.A., King College; M.A., Southwest Texas State Teachers College.

CAPPELLO, JOSEPH, *Theatre.* B.A., Florida Atlantic University; M.A., Florida State University.

CARABELLI, MARCELLA, *Biology.* B.S., University of Miami; M.S., University of Miami.

CAREY, CONSTANCE ZIEL, R.D.A., *Department Head, Dental Assisting, Central Campus.* B.S., West Virginia University.

CARL, MARY JO, *English.* B.S., Indiana State University; M.A., Purdue University.

CATALO, EILEEN, *Nursing.* B.S.N., Florida International University; M.Ed., Florida Atlantic University.

CAVANAGH, GEORGE J., *Department Head, Speech, Central Campus.* B.A., New York State College; M.A., University of Connecticut.

CAVENDISH, THOMAS, *Division Chairperson, Humanities, North Campus.* B.A., West Virginia University; M.M.Ed., Ph.D., Florida State University.

CHANDLER, ANN ELLEN, *Director of Cultural Affairs, Special Programs & Bailey Hall.* B.S., Long Island University; M.A., Brooklyn College; D. Phil. et Litt., University of South Africa.

CHESSER, GORDON, *Department Head, Mathematics, Central Campus.* B.S., Bowling Green State University; M.S., Barry College.

CHINN, JAMES, *Mathematics.* B.A., M.A., Western Kentucky University; Ed.D., Florida State University.

CHURCH, LeROY A., *Provost, South Campus.* B.S., State University of New York at Cortland; M.Ed., Ed.D., Florida Atlantic University.

CLAPHAM, STEPHEN, *Behavioral Science.* B.A., Cambridge University, England; M.A., Ph.D., Indiana University.

CLARK, RALPH T., *Department Head, History, Political Science, and Geography, North Campus.* B.A., Princeton; M.A., University of Virginia.

CLEARY, MICHAEL, *English.* B.A., State University of New York at Potsdam; M.S., State University of New York at Plattsburgh; D.A., Middle Tennessee State University.

CLEMENT, GEORGE D., *Mathematics.* B.S.E., M.Ed., University of Florida.

CLEVELAND, DONALD, *Student Development.* B.S., Middle Tennessee State University; M.S., Florida Atlantic University.

COLE, THOMAS J., *Music.* B.A., Furman University; M.A., Eastman School of Music.

COMES, GLADWIN, *Astronomy.* B.S., Stroudsburg State College; M.S., Florida State University.

COPELAND, ORION, *Biology.* B.S., Bethune-Cookman College; M.S., Michigan State University.

CORBETT, SHIRLEY, *Nursing.* B.H.S., Florida Atlantic University.

CORSERI, RICHARD A., *History/Political Science.* B.A., University of Florida; Ed.D., Florida Atlantic University.

COSIER, ROBERT, *Business Administration.* B.S., M.B.A., Florida Atlantic University.

CRAWFORD, CARL M., *Provost, North Campus.* B.A., Florida A&M University; M.Ed., Boston University; Ed.D., University of Miami.

CRAWFORD, RICHARD B., *Music.* B.M., M.M., Louisiana State University.

CRISPO, NEIL SHEA, *Department Head, Behavioral Science, Central Campus.* B.S., M.S., Florida State University. Ed.D., University of Southern Mississippi.

CUMMINGS, CARMEN, *Librarian.* B.A., Florida Atlantic University; M.A., Florida State University.

CURRY, FREDERIC, *German, Russian.* B.A., University of Florida; M.A., Middlebury College; M.A.T., Wesleyan University; Ed.D., Nova University.

CUVILLIER, PAULETTE, *French,* B.A., M.A., Florida Atlantic University.

DAWKINS, ALGERINE, *Secretarial Science.* B.S., West Virginia State College; M.S., Indiana University.

DeBLASE, JOSEPH J., *Director, Auxiliary Services.* B.A., Brooklyn College.

DEMPS, ANNIE B., *Nursing.* B.S.N., Hampton Institute; M.A., Jersey City State College.

DERY, WILLIAM M., *Cooperative Education.* M.A., University of Miami; M.Ed., Florida Atlantic University.

DeYAMPERT, LUCIUS D., *Geology.* B.S., Birmingham Southern College; M.S.T., University of Florida.

DIAZ, CHARLES, *History.* B.A., M.Ed., Ed.S., Florida Atlantic University.

DIETERICH, LAWRENCE RAY, JR., *Division Chairperson, Public Services, Central Campus.* B.S., Pennsylvania State University; M.Ed., Ed.D., Florida Atlantic University.

DINNEN, MAUREEN, *History.* B.A., Barry College; M.S., Florida State University.

DONOHUE, TIMOTHY W., *Business Administration.* B.A., St. John's University; L.L.B., Columbia University; M.B.A., Akron University.

DOWERMAN, LOUISE R., *Librarian.* B.A., Eastern Kentucky University; B.S., in L.S., George Peabody College.

DRAKE, GRADY W., *Director of Libraries.* B.S., University of Florida; B.S., in L.S., Columbia University.

DREIZEN, LA VERNE H., *Department Head, Medical Assisting Technology, Central Campus.* B.S., Mount Mary College; M.T., Jackson Memorial Hospital-Medical Technology; M.Ed., Florida Atlantic University.

DRY, NELLIE, *Division Chairperson, Business Administration, South Campus.* B.S., Concord College; M.S., University of Kentucky; Ed.D., Pennsylvania State University.

DUNLEVY, ELVIRA, *Speech.* B.A., University of Michigan; M.S. Purdue University.

DYER, PATRICIA A., *Dean, Academic Affairs, North Campus.* A.B., M.S., Fresno State College; Ed.D., Florida Atlantic University.

EDWARDS, WILLIAM, *Department Head, Music, Central Campus.* B.M., Richmond, Professional Institute; M.M., Ph.D., Indiana University.

EGENHOEFER, CORRINE, *Nursing.* B.S., Florida International University.

ELIOT, C. STEVENS, *Art.* B.A., University of West Virginia; B.F.A., Yale University; M.F.A., Mayland Institute.

ELLIS, LAWRENCE, *Librarian, North Campus,* B.A., Florida Atlantic University; M.A., Florida State University.

ELLIS, M. J., *Department Head, Data Processing Technology, Central Campus.* B.S., Tennessee Polytechnic Institute; M.Ed., University of Miami.

ELLYSON, GAIL J., *Department Head, Communications for Second Language Students, Central Campus.* B.A., Florida Atlantic University; M.A., University of Miami.

ENGLISH, BERNARDINE, *Psychology.* B.A., M.A., University of Florida.

ERICKSON, JANE, *Physical Education.* B.S., Slippery Rock State College; M.Ed., University of Pittsburgh.

ESCO, MARJORIE B., *Speech.* B.A., M.A., University of Alabama.

ESPARZA, EUNICE, *Mathematics.* B.S., M.S., Florida State University.

EVERETT, ROGER, *Engineering.* B.E.E., Georgia Tech; M.S., Purdue University.

EVERTZ, BARBARA, *History.* B.A., M.A.T., Florida Atlantic University.

FAZZINI, RUDOLPH V., *Reading.* B.A., Salem College; M.S., Barry College.

FIELDS, ALBERT, *Director of Internal Auditing.* B.S.B.A., Boston University.

FINDLEY, CAROL J., *Director of Interinstitutional Relations.* B.S., M.A., Indiana State University; Ed.S., Butler University; Ed.D., Nova University.

FINLAYSON, A. KEITH, *Respiratory Therapy,* B.S., University of Houston; M.S., Nova University.

FISHE, PATRICIA, *Nursing.* Nursing, University of Tennessee; B.A., Florida Atlantic University; M.S., Barry College.

FOGARTY, ALYCE R., *Nursing.* B.S., M.S., Ohio State University.

FOSS, ARTHUR H., *Mathematics.* B.A., M.A., Boston University.

FRAZIER, SHIRLEY K., *Department Head, Radiologic Technology, South Campus.* B.S., Pennsylvania State University.

FREEMAN, ROY E., *Controller, Computer Systems Analysis.* B.B.A., M.B.A., Florida Atlantic University.

FRITZE, BERNARD, *Biology.* B.S.Ed., M.S., Kansas State Teachers College.

FURLOW, RICHARD H., *Behavioral Science.* B.A., M.A., Indiana University.

GAGE, RITA L., *Mathematics.* B.S., Southern University; M.Ed., Florida A & M University; Ed.D., University of Houston.

GAGLIARDI, GENE, *Electronics.* B.S.E.E., University of Connecticut.

GALLAGHER, GRACE, *Nursing.* B.S., M.A., Columbia University.

GAVIGAN, ELAINE, *Division Chairperson, Health, Physical Education, and Recreation, Central Campus.* B.S., Florida State University; M.A., Ohio State University.

GIFFORD, WILBUR S., *Physical Education.* B.S.P.E., M.P.H., University of Florida.

GOMEZ, ALFREDO, *Data Processing.* B.E.E., Cornell; M.B.A., Florida Atlantic University.

GOODWIN, RICHARD H., *Department Head, Marketing Management, Central Campus.* B.A., University of North Carolina; M.B.A., University of Miami.

GOVER, M. RAY, *Student Development.* B.S., Union College; M.A., Eastern Kentucky University.

GRADY, DONNA K., *Coordinator of Community Services, North Campus.* M.B.A., University of Chicago.

GRADY, SANDRA C., *Coordinator of Community Services, Central Campus.* A.A., Miami-Dade Jr. College—South; B.Ed., University of Florida; M.Ed., University of Miami; Ed.D., Florida Atlantic University.

GRANDE, LUKE M., *English.* B.A., St. Mary's College; M.A., Loyola University; Ph.D., St. Louis University.

GRASSO, MARY ELLEN, *English.* B.A., Westminster College M.A., University of Pittsburgh.

GREEN, RUSSELL B., *Art.* B.S., University of Louisville; M.Ed., Florida Atlantic University.

GREEN, THOMAS L., *Geography.* B.S., M.A., University of Florida; M.A., University of Miami.

GREENE, WILLIAM E., *Division Chairperson, International/Intercultural Education.* B.A., M.A., Florida Atlantic University.

GREENSTEIN, BURTON S., *Department Head, Electronics, Central Campus.* B.S.E.E., University of Miami; M.Ed., Florida Atlantic University.

GRIPPANDO, GLORIA, *Nursing.* B.S., M.S., DePaul University; Ed.D., Nova University.

GROSSO, VINCENT J., *Mathematics.* B.S., M.S., Ed.S., Florida Atlantic University.

GROTH, DAVID A., *Vice President of Academic Affairs and Director of Community Services.* B.S., M.S., Iowa State University; Ph.D., Michigan State University.

GUINN, V. O., *Chemistry.* B.S., M.Ed., Mississippi State University.

HAIRE, RONALD, *Chemistry.* B.S., Valdosta State College; M.S., Florida State University.

HALL, MAX, *Department Head, Journalism, Central Campus.* B.A., University of Miami; M.Ed., Florida Atlantic University.

HAMILTON, CLINTON D., *Executive Vice President.* A.B., Union University; M.A., Vanderbilt University; Ph.D., Florida State University.

HAMILTON, TERRY, *Biology.* B.Ed., University of Miami; M.A., Appalachian State Teachers College.

HANDLEMAN, CHESTER, *History, Political Science.* A.B., M.A., Clark University; Ed.M., Massachusetts State College; Ed.D., Nova University.

HARNER, W. HOLT, *Department Head, Biological Science, Central Campus.* B.S., West Virginia Wesleyan; M.S., The Ohio State University.

HARPER, MAX W., *Department Head, History, Geography, Political Science, Central Campus.* B.A., M.A., University of Missouri.

HART, MAUREEN, *Sociology.* B.S., M.S., Iowa State University; Ed.D., Nova University.

HART, MICHAEL J., *Sociology.* B.A., M.S., Iowa State University; Ed.D., Nova University.

HAYES, THERESA O., *Department Head, Secretarial Science, Central Campus.* B.S., College of William & Mary; M.Ed., Florida Atlantic University.

HAYS, JOHN P., *History.* B.S., University of Georgia; M.A., Emory University; M.Ed., Temple University.

HEFFERNAN, MARY L., *College Nurse.* A.S., Broward Community College; B.S., Duquesne University.

HELSER, BETTY J., *Director of Purchasing.* B.S., Cedar Crest College.

HENDERSON, LUTHER J., *Department Head, Mathematics, North Campus.* B.S., Bethune-Cookman College; M.S., Atlanta University.

HERNANDEZ, JOSE, *Contract & Civil Engineering.* B.S., M.S.C.E., National University of Columbia, S.A.

HILDEBRAND, BOYD, *Behavioral Science.* A.B., University of Miami; M.A., Western Kentucky University.

HILL, NEDA G., *English.* B.A., Blue Mountain College; M.A., Mississippi State University.

HILL, RICHARD D., JR., *Chairperson, Division of Mathematics and Science, Central Campus.* B.S., Florida State University; M.Ed., University of Florida.

HOLCOMBE, WILLIS N., II, *Provost, Central Campus.* B.A., Baldwin-Wallace College; M.Ed., Ph.D., University of Florida.

HOLMES, LUCILLE, *Biology.* B.S., Eastern Michigan University; M.S., University of North Carolina.

HOOVER, JOHN J., *Business Administration.* B.S., Pennsylvania State University M.B.A., Pace College.

HORTON, DORIS M., *Secretarial Science.* B.S., M.S., Kansas State College of Pittsburg; Ed.S., University of Florida.

HOWELL, CHARLES B., JR., *Business Administration.* B.S., M.B.A., University of Florida.

HUGHES, FRANCES P., *Nursing.* B.S.N., Seton Hall University. M.S., Nova University.

HUTTINGER, BEVERLY, *English.* B.A.E., University of Florida; M.S., Barry College.

IDDINGS, ELEANOR M., *Business Administration.* B.S., Ball State University; M.A., Western Michigan University.

INCIARDI, FRANK E., *Business Administration.* B.A., Brooklyn College; L.L.B., Brooklyn Law School.

ISRAEL, PHILIP, *Business Administration.* B.C.S., Southeastern University; L.L.B., J.D., University of Baltimore.

IVEY, BRUCE D., *Assistant to President.* B.S., Florida State University; M.Ed., Ph.D., University of Florida.

JACKSON, DONNA K., *Nursing.* B.S., University of Ottawa; M.A., Eastern Michigan University.

JOHNSON, GLORIA, *English.* B.A., M.A., University of Miami.

JONES, LEE C., *Division Chairperson, Behavioral Science, North Campus.* B.S., M.S., Mankalo State University; Ed.D., Nova University.

JOYCE, PATRICIA, *English.* B.A., M.A., Florida State University.

KAPELINSKI, KENNETH, *Department Head, Theatre, Central Campus.* B.A., Lewis University; M.F.A., Wayne State University.

KENNEDY, JOYCE, *Women's Sports Coordinator, Central Campus.* B.S., Kentucky State College; M.S., University of Wisconsin.

KENNEDY, MARLENE L., *Secretarial Science.* B.S., M.S., Florida State University.

KIDD, REX C., *Education.* B.S., East Tennessee State College; M.Ed., Duke University; Ed.D., University of Florida.

KING, ALMA, *Physical Education.* B.S., Miami University of Ohio; M.Ed., Bowling Green State University.

KING, LAWSON, *Health, Physical Education and Recreation.* B.S., University of Southwestern Louisiana; M.S., University of Tennessee.

KING, WILLIAM B., M.D., *Medical Director, Radiologic Technology.* B.S., University of Notre Dame; M.D., Indiana University.

KOENIG, JULIE, *English.* B.A., Northwestern University; M.A., Michigan State University.

KOVACS, MICHAEL, *Biology.* B.S., University of Florida; M.S.T., Florida Atlantic University.

KREMP, BARBARA, *Department Head, Medical Laboratory Technology, Central Campus.* B.S., Wayne State University; M.T., Woman's Hospital-Medical Technology.

KRUSE, BARBARA, *Nursing,* B.S.N., University of Florida; M.S., Nova University

LACEY, ROBERT

LAMBERT, SUZANNE, *Secretarial Science.* B.A., M.A. Marshall University.

LANDERS, R. L., *Health, Physical Education, Recreation.* B.B.A., M.E., Baylor University; Ed.D., Nova University.

LANSHE, ROSEMARY, *English.* B.S., State University of New York at Geneseo; M.S., Alfred University.

LANSING, JAMES, *Art.* B.A., State University of New York at Buffalo; M.S., M.F.A., Northern Illinois University.

LASCHINSKI, GEORGE, *History and Political Science.* B.S., University of Miami; M.A., American University.

LASH, NEIL A., *Chairperson, Division of Engineering Technology, Central Campus.* B.E.E., City College of New York; M.A., New York University; Ed.D. University of Missouri.

LEDFORD, JAMES, *English.* B.A., Harding College; M.A., Ball State University.

LEE, G. SHELBY, *Department Head, English, North Campus.* B.S.E., Arkansas State University; M.S.E., Arkansas State University; Ed.D., Nova University.

LeMAIRE, ALFRED A., *English.* B.A., M.A., University of Oklahoma.

LESSARD, PRISCILLA, *Nursing.* A.S., Broward Community College; B.S., M.Ed., Florida Atlantic University.

LEVINE, RICHARD, *Behavioral Science.* B.A., Brooklyn College; M.A., Northwestern University.

LINGER, NEIL B., *Librarian.* B.A., Stetson University; M.L.S., Florida State University.

LITTLE, LOWELL, *Music.* B.S., University of Illinois; M.A., Colorado State College.

LLOYD, MARGUERITE, *Department Head, Insurance, Central Campus.* A.A., Miami-Dade; B.B.A., M.B.A., University of Miami.

LONG, LETTY, *Librarian,* B.A., William Smith College; M.L.S., State University of New York at Geneseo.

LUBIN, LESTER, *Department Head, Physical Therapy, Central Campus.* B.A., M.A., New York University.

LUCK, PHYLLIS, *English.* B.S., Auburn University; M.A., University of Alabama.

LUSK, T. JANE S., *Department Head, Secretarial Science, North Campus.* A.S., Miami-Dade; B.S.S., M.Ed., Ed.S., Florida Atlantic University.

MacGREGOR, DOUGLAS, *Department Head, Corrections, Central Campus.* B.S., Florida Southern College; M.Ed., Florida Atlantic University.

MACNAMARA, NANCY, *Health, Physical Education and Recreation.* B.S., M.A., George Peabody College; Ed.D., Nova University.

MAKOS, JOHN J., III, *Biology.* B.S., M.S., University of Massachusetts

MANEY, MARGARET, *English.* B.A., American University. M.A., State University of New York at Stoney Brook.

MANIERI, DENNIS, *Mathematics.* A.A., Fulton Montgomery Community College; B.A., M.A., University of Miami.

MARSEE, DWIGHT, *Health, Physical Education and Recreation.* B.S., Florida State University; M.S., Indiana University.

MARTIN, JOEL M., *Astronomy.* B.S., M.A.E., University of Florida.

MATTHEWS, J. TYRONE, *Secretarial Science.* B.S., M.S., Morgan State University.

MATTHEWS, PATRICIA, *English.* B.A., M.Ed., Ed.S., Florida Atlantic University.

McCARTHY, WILLIAM P., *Police Science.* B.B.A., New York University.

McFARLANE, LARRY A., *Dean of Academic Affairs, Central Campus.* B.A., University of Wisconsin; M.S.S., University of Mississippi; Ph.D., University of Georgia.

McGAHEE, ELAINE, *Librarian.* B.S., Florida Memorial College; M.L.S., Florida State University;

McGEHEE, WILLIAM M., *Health, Physical Education and Recreation.* B.S., Tennessee Technological University; M.A., Middle Tennessee State University.

McGOWAN, JAMES F., *Department Head, Criminal Justice, Central Campus.* B.S., Michigan State University; M.A., St. Lawrence University.

MEADOWS, PAUL, M.D., *Medical Director.* B.A., University of Iowa; M.D., Harvard Medical School.

MEDUSKY, JOHN W., *Mathematics.* B.S., U.S. Military Academy; M.S., University of California; M.S.T., University of Florida; Ed.D., Florida Atlantic University.

MEEKER, ROBERT, JR., *English.* B.S., M.S., University of Miami.

MEINHOLD, ROBERT, *Campus Registrar, North Campus.* B.B.A., Hofstra University; M.B.A., St. Johns' University.

MESA, ADRIAN, *Librarian, South Campus.* B.S., University of Havana. M.S., Kansas State Teachers College.

MILLER, EMIL, *Department Head, Respiratory Therapy, Central Campus.* A.S., St. Petersburg Jr. College; B.S., Georgia State University.

MINICONE, LORENZ, *Department Head, Contracting and Civil Engineering, Central Campus.* B.S.C.E., Columbia University.

MOESCHL, THOMAS, *Behavioral Science.* B.A., Jacksonville University; M.A., College of William & Mary; Ph.D., Virginia Commonwealth University.

MONDIN, GORDON, *Contracting and Civil Engineering.* B.S., Florida State University.

MONTONDO, MARGARET, *Librarian.* A.B., University of Kentucky; M.S., Catholic University.

MOORE, MERCY, *English.* B.A., Florida A & M University. M.A., Atlanta University.

MORRIS, CLINTON E., *Health, Physical Education and Recreation.* B.S., Livingston State; M.A., George Peabody College.

MOSKOWITZ, JANET, C.D.A., *Dental Assisting.* A.S., Gulf Coast Community College.

MULLIKIN, MILDRED, *Theatre.* B.A., Lander College; M.A., University of Alabama.

NANCE, MARSHALL, *Real Estate.* J. D., Stetson University.

NAREL, RONALD A., *Student Development.* B.A., Hofstra University; M.A., Colgate University; Ph.D., Florida State University.

NASH, PEGGY, *Behavioral Science.* B.A., M.A., Florida State University; Ed.D., Florida Atlantic University.

NELMS, ELLEN G., *Chemistry.* B.S., Georgia State College for Women; M.Ed., University of Georgia.

NICHOLS, JUDITH B., *English.* B.A., M.A., University of North Carolina.

NICHOLS, LEE, *English.* B.S., Appalachian State Teachers College; M.A., Duke University.

NITKA, PEARL M., *Department Head, Reading, North Campus.* B.A., Glassboro State College; M.Ed., Florida Atlantic University.

NITTEL, JENEVIEVE, *Business Administration.* B.A., M.Ed., Florida Atlantic University.

O'BRIEN, LINDA, *Nursing.* B.S., St. Anselm's College; M.N., University of Florida.

OPPENHEIMER, SAMUEL L., *Engineering Technology.* Newark College of Engineering; M.B.A., New York Institute of Technology.

OPPERMAN, WILLIAM, *Science.* B.S., M.S., University of Florida.

OTT, VIRGINIA, *Physical Science.* B.A., M.S., Florida Atlantic University.

OVERMEYER, KARON, *Department Head, Nursing, Central Campus.* B.S., M.Ed., Columbia University.

OWEN, ELSIE E., *English.* B.A., M.A., University of Miami.

PACTOR, DAVID E., *Art.* B.S., M.A., Ball State Teachers College.

PALMER, DUDLEY A., *Department Head, Landscape and Pest Control Technology, Central Campus.* B.S.A., University of Florida.

PARKE, JANET E., *Health, Physical Education and Recreation.* B.S., Capital University; M.S., Indiana University.

PARKER, THOMAS F., *Student Development.* B.S.Ed., Northern Illinois University; M.A., Roosevelt University.

PAWLOWSKI, JOHN, *Divisiion Chairperson, Communications, Central Campus.* B.A., Northern Illinois University M.A., Ph.D., Northwestern University.

PEDRAZAS, ROBERT, *Speech.* A.A., Broward Community College; B.S., M.A., Southwest Missouri State University.

PENNACCHIA, SUSAN, *Nursing.* B.S.N., M.S.N., Catholic University of America.

PERES, MARTIN, *Mathematics.* B.S., M.S., The City College of New York.

PEREZ, RAUL C., *Department Head, Architectural Technology, Central Campus.* B.A., University of Florida.

PERFECT, MARY L., *Mathematics.* B.S., M.S., Florida State University.

PERRY, JAMES, M.D., *Medical Director, Physical Therapist Assistant Program.* B.A., M.D., Marquette.

PHARR, JARRETT C., *Modern Foreign Languages.* B.A., University of Chattanooga; M.A., Instituto Technologico de Monterrey.

PORTER, MARGARET F., *Department Head, Reading, Central Campus.* B.A., Converse College, South Carolina; M.Ed., University of Virginia.

PORTERFIELD, WILLIAM A., *Division Chairperson, Health, Physical Education, and Recreation, North Campus.* B.S., M.A., Middle Tennessee State College, Ed.D., University of Alabama.

QUIANTHY, RICHARD, *Speech.* B.A.E., M.Ed., University of Florida; Ed.D., Nova University.

RATLIFF, DALE, *Psychology.* B.A., Centre College; Th.M., D.Min., Louisville Presbyterian Theological Seminary.

REAGAN, ROBERT P., *Physical Science.* B.S., U.S. Military Academy; M.S., Ohio State University.

REBSTOCK, JAMES, *Sociology.* B.S., M.S., Mankato State University.

REDDING, JOHN L., JR., *History.* B.A., M.A., University of Kentucky; M.A., University of Miami; Ed.D., Nova University

REDMOND, CHARLES, *Department Head, Fire Science, Central Campus.* B.S., Fordham University.

RENO, ERIC E., *Division Chairperson, Communications, Humanities, South Campus.* B.A., Florida Atlantic University; M.A., San Francisco State College.

RHODES, C. E., *Mathematics.* B.A., M.A., University of Texas; M.S., Florida Atlantic University.

RHODES, PHYLLIS JANE, *Student Development.* B.S., M.A., West Virginia University.

RHODES, SANDRA, *Student Development.* B.S., M.S., Florida State University.

RICKER, PAUL, *Marketing Management.* A.A., Santa Fe Jr. College; B.B.A., M.B.A., Florida Atlantic University.

RIGG, DONALD C., *English.* B.A., Yale University; M.Ed., University of Florida; Ed.D., Nova University.

ROBERTS, GEORGE, *Psychology.* B.A., Mercer University; M.A., Peabody College.

ROBERTS, KAREN, *Department Head, Art, North Campus.* B.Ed., University of Miami; M.A., Michigan State University.

ROBERTS, MARY PARDEE, *Librarian.* B.A., Stetson University; B.A. in L.S., Emory University.

ROBERTSON, ALBERT, *Director of Federal Programs and Development.* B.A., Duke University; M.Ed., Ed.S., Florida Atlantic University.

ROCKER, SIDNEY, *Department Head, Career Development, Central Campus.* B.A., J.D., Cornell University.

ROMAGLIA, ANN, *Department Head, Nursing, North Campus.* B.A., Jersey City State College; M.Ed., Florida Atlantic University.

ROMANCE, DENNIS J., *Business Administration.* B.S., State University of New York at Buffalo; M.B.A., Arizona State University.

ROSE, GLEN A., *Registrar.* B.S., M.P.H., University of Florida; Ed.D., Nova University.

ROSEN, DEBORAH, *English.* B.A., M.A., University of Illinois.

ROSEN, JOHN F., *Division Chairperson, Department Head, Science, North Campus.* B.S., M.S., University of Illinois.

ROULSTON, REYBURN R., *Business Administration.* B.A., M.A., University of Minnesota.

RYAN, THOMAS J., JR., *Director of Student Activities.* B.S., Florida Southern College; M.A., University of Alabama.

SAMS, DORIS L., *Student Development.* B.A., Seton Hall College; M.Ed., University of Pittsburgh.

SCHEER, GRACE, *Honors Coordinator.* B.A., M.A., University of Miami.

SCHENKS, MAXINE G., *Business Administration.* B.A., M.A., University of Kentucky.

SCHERPEREL, LORETTA, *Music.* B.M., Greensboro College; M.M., D.M.A., Eastman School of Music.

SCHINDELER, EDWARD J. A., *Political Science.* B.S., M.S., Florida State University; Ed.D., University of Northern Colorado.

SCHMERLER, OSCAR A., *Religion.* B.A., University of Leeds; M.A., Syracuse University.

SCHULTZ, DONALD, *Police Science.* B.S., Long Beach State College; M.P.A., University of Southern California.

SCHULZ, REX, Sr., *Police Science.* B.S., University of Nebraska; M.S., Nova University.

SCHWARTZ, AUDREY S., *Psychology.* B.A., Beaver College; M.A., Hunter College.

SCORZA, RICHARD, *English.* B.A., M.A., University of Denver

SCOTT, FRED L., *Data Processing Technology.* B.S., Miami University, Ohio. M.Ed., University of Florida; M.A., Rutgers; Ed.D., Nova University.

SEARS, JERRY H., *Coordinator of Community Services, South Campus.* A.A., Greenfield Community College; B.F.A., University of Massachusetts; M.Ed., Worchester State College;

SERVICE, JOHN, *Business Administration.* B.B.A., Florida Atlantic University; J.D., University of Miami.

SHANK, JUDY, *English.* A.A., Broward Community College; B.A., Pennsylvania State University; M.A., Florida State University.

SHAW, DAVID ALAN, *English;* B.A., M.Ed., University of Florida.

SHEEKS, JOHN T., *Business Administration.* B.S., M.A., B.A., Ed.S., University of Minnesota.

SHEKMAR, LLEWELLYN, *Librarian.* B.A., Georgia State College for Women; M.A., University of Georgia.

SHELDON, RUSSELL, *Aerospace.* F.A.A., Advanced Ground Instructor's License.

SIEFKER, CLETUS, *Director of Accounting.* B.S., Xavier University.

SIVIK, FRANK P., *Biology.* B.S., Providence College; M.S., University of Massachusetts.

SLEPECKY, MICHAEL, *Department Head, Police Training, Central Campus.* B.S., Kent State University; M.Ed., Florida Atlantic University.

SMITH, MONTY, *Art.* B.S.E., Emporia Kansas State College; M.A., University of Missouri.

SMITH, REGINALD, *Behavioral Science.* B.A., Anderson College; M.S.W., New York University; M. Div., Union Theological Seminary.

SMITH, SUSAN MALTER, *Student Development.* B.A., M.Ed., University of Florida.

SNIVELY, DAVID, *Music.* B.M., M.M., Eastman School of Music.

SPAHN, GEORGE, *Physical Science.* B.S., University of Dayton; B.S.C.E., Catholic University; M.S., Case Institute of Technology.

SPANTON, KATHERINE, *Speech.* B.A., M.A., Bowling Green State University.

STAATS, CHARLES, *English.* B.A., M.A., Seton Hall University.

STANCIL, JOHN, *Business Administration.* B.S., Wayne State University; M.B.A., University of Detroit.

STEBNER, NORMAN S., *English.* B.S., Southern Methodist University; M.A., St. Cloud State College.

STOLL, GEORGE, *English.* B.A., M.A., Glassboro State College.

STRUCKRATH, WILLIAM C., JR., *Director of Physical Plant.* B.S., State Teachers College, California, Pa.

STUUT, SHARON P., *English.* B.A., M.A., University of Miami.

SULLIVAN, GARY H., *Mathematics.* B.A., M.A., City College of New York.

SULLIVAN, KYRA, *Art.* B.F.A., Arizona State University; M.F.A., Florida State University.

TARULLO, DANIEL A., *English.* A.B., M.A., D.C.T., D.A., University of Miami.

TAYLOR, THEODORE, *Director of Special Services.* B.S., M.A., Florida A&M University; Ed.D., Nova University.

TEAGUE, ELIZABETH, Nursing. B.S., Duke University; M.A., Wake Forest College.

TENENBAUM, LINDA, *Nursing.* B.S., Adelphi College; M.S., Hunter College.

THERIAULT, HAROLD JOHN, *History.* B.S., Massachusetts Maritime Academy; M.S., Florida State University.

THOMASON, WALTER F., *Director of Cooperative Education.* B.A., M.A., University of South Florida.

TOBE, LAWRENCE, *Department Head, Art, Central Campus.* B.S., M.A., University of Louisville.

TRACY, BETTY J., *Reading.* B.A., Barry College; M.Ed., University of Miami.

TREES, PHILIP L., *Division Chairperson, Business Administration and Economics, Central Campus.* B.S., M.A., Ball State Teachers College.

TYMESON, KATHARINE P., *Dean, Student Development, Central Campus.* B.A., University of Maryland; M.S.W., Columbia University.

VAN ALSTYNE, JUDITH, *English, Special Assistant for Women's Affairs.* B.A., Miami University, Oxford, Ohio; M.Ed., Florida Atlantic University.

WAGNER, AURELIA, *Student Development.* B.A., D'Youville College; M.S., Barry College.

WALKER, WILLIAM, *Psychology.* B.A., University of Florida; M.A., Ph.D., University of Mississippi.

WALL, CARLTON D., *Business Administration.* B.S., Belmont College; M.A., George Peabody College; Ph.D., Ohio State University.

WALLACE, MARY E., *Art.* B.S., M.A., Ball State Teachers College.

WATTS, LEON, *Student Development.* B.S., Florida A&M University; M.A., University of Michigan.

WEIR, JUDITH E., *Librarian.* B.A., State University College; M.L.S., State University of New York at Albany.

WELDON, JOHN C., *French,* B.A., M.A., University of Kentucky.

WELLS, ALEXANDER, *Business Administration,* B.A., Hunter College; M.A., DePaul University; Ed.D., Nova University.

WELLS, JOHN D., *Philosophy.* B.A., M.A., Florida State University.

WEST, BARBARA, *Nursing.* B.S., Florida A&M University; M.S. Nova University.

WETMORE, LORETTA, *Nursing.* B.S., Nazareth College.

WHALEY, W. HALL, JR., *Comptroller.* B.S., Florida State University.

WHEAT, LEROY, *Asst. Athletics Director, Department Head, Aquatics, Theory and Recreation, Central Campus.* B.S., Northeast Missouri State; M.A., University of Missouri.

WHITE, ELIZABETH, *Emergency Medical Technology.* B.S.N., Barry College; M.N., University of Florida.

WHITE, JAMES, *Radiologic Technology.* A.S., Forsyth Technical Institute; B.S., Winston Salem State University.

WILKINSON, DONNA K., *Division Chairperson, Communications, North Campus.* B.A., Muhlenberg College; M.A., George Peabody College; Ed.D., Florida Atlantic University.

WILL, ALBERT A., JR., *Biology.* B.L.A., M.S., University of Florida.

WILLIAMS, HETTIE, *Mathematics.* B.S., Florida A&M University; M.A., Morgan State College; Ed.D., Nova University.

WILSON, JAMES, *Speech.* B.A., M.A., Kansas State University; Ph.D., Florida State University.

WISEHEART-GAMBELL, HILLARY, *Student Development.* B.A., M.Ed., University of Miami.

WISNIOSKI, STANLEY W., JR., *Criminal Justice Institute.* B.G.S., M.E., University of Massachusetts.

WITKOV, CAREY, *Physical Science.* B.S., Northwestern University. M.A., Sangamon State University.

WOLFSON, LEONARD, *Mathematics.* B.A., M.A., University of Miami.

WOOD, JACQUELINE, *English.* B.A., Ohio Wesleyan University; M.A., Western Kentucky University.

WOOD, JULIANNE, *Speech.* B.A., University of South Dakota; M.A., University of Nebraska.

WOODLE, JIMMY O., *Division Chairperson, Humanities. Central Campus.* B.A., Furman University; M.M., Indiana University.

WYNN, JOHN M., *Director of Financial Aid.* B.A., Divine Word College; M.A., Divine Word Seminary; M.A., Catholic University.

WYNN, PAMELA, *Behavioral Science.* B.A., M.A., University of Texas.

YATER, ROY L., *English.* B.A., Mexico City College, Mexico; M.A., Florida State University.

YOUNG, GEORGE W., *Vice President for Student Development.* B.S., M.S., Ph.D., Florida State University.

Distinguished Service Award

Periodically, for outstanding meritorious service in behalf of the College, a Distinguished Service Award is presented. Awardees for the year in which the award was given are set forth below:

Mr. Gene A. Whiddon, 1973
Mrs. James D. Camp, Jr., 1977
Mr. Elmer E. Rasmuson, 1977
Mr. James E. Minnet, 1977

Broward Community College Foundation, Inc.

A community college and the community it serves are synonymous. As partners in service, interested citizens of the community have established a foundation to assist the College in the continued expansion of higher educational opportunities and services to the community at large and to provide a means for active citizen participation in the future growth and development of their community college. Public funds derived from taxes provide the basic needs for higher education, but private support is often needed to provide those components necessary for true academic excellence.

Broward Community College Foundation, Inc.

Board of Directors

Gene A. Whiddon, Chairperson
Robert L. Elmore, Vice Chairperson
Marietta M. Benevento, Secretary
Alfred D. Harrington, Jr. Treasurer
Albert Robertson, Executive Director
W. Hall Whaley

Dr. A. Hugh Adams
Daniel S. Goodrum
Dr. Clinton D. Hamilton
Dr. Bruce D. Ivey
Stephen J. McDonald
Fred R. Millsaps
Margaret L. Roach
Richard W. Roe
Kathleen Reissig
Judy Van Alstyne

Robert C. Abel, Jr
Maynard Abrams
E. A. Adomat
W. George Allen
John B. Allen
Boyd H. Anderson
E. William Ball
Walter Banks
Guy Bass, Jr.
Jack E. Beal
Dr. Curtis D. Benton, Jr.
Dr. Donald A. Berman
Ben A. Bollinger
E. L. Browne
Zev Bufman
William J. Burke
Otto M. Burkhardt
George L. Caldwell
James D. Camp, Jr.
Philip N. Cheaney
George W. Church
F. Peter Clements
James H. Collins, Jr.
Marjorie F. Cowan
Dr. George Crane
Charles Creighton
Irvin E. Deibert
Harold J. Dyer
George W. English
William D. Ernst
James Farquhar
Judge John G. Ferris
Robert E. Ferris
Randolph R. Fisher
June Van Keuren Fooshe
Dr. Charles Forman
Hamilton Forman
Judge Arthur J. Franza
James J. Gardener
R. M. Gardner
Albert E. Garnitz
Dr. Alfred Geronemus
Dr. J. C. Gilbert, Jr.
Allen Gordon
Theodore T. Gore
John A. Grant, Jr.
Charles H. Gravett
Joel K. Gustafson
Lee P. Hatfield, Jr.
Hubert R. Heilman
Walter A. Hobbs, Jr.
William D. Horvitz
Robert L. Hudson
E. T. Hunter
Fred Hunter
O. E. Hutchison, Jr.
Norman G. Jackson
Joanne Johnsen
S. K. Jordan
David R. Keating
Dr. Edward C. Kenney
Walter A. Ketcham
Claude R. Kirk, Sr.
Louis W. King
Richard M. Kowalske
James M. La Bonte
Charles W. Lantz
William F. Leonard
Frederick Lippman
Robert B. Lochrie, Jr.
Gerald Mager
William Markham
Ralph Marrinson
Mary R. McCahill
G. W. (Bill) McCall
Russell McCaughan
J. Walter McCrory
James W. McLaughlin, Sr.
John J. McQuade
Judge James F. Minnet
Albert Montella
Lester E. Moody
Judge John H. Moore II
S. A. Mudano
William A. Mullen
H. Eugene Nace
Alwen Neuharth
Earl Nightingale
Albert J. W. Novak
Judge Frank A. Orlando
Charles E. Paoli, Jr.
John H. Payne
Billy M. Peed
Dr. Henry D. Perry, Jr.
Ferguson E. Peters
Fred P. Pettijohn
Dr. Robert H. Pfeifer
Marilyn Pinkerman
Dwight L. Rogers, Jr.
David H. Rush
Arthur W. Saarinen, Jr.
Arthur W. Saarinen, Sr.
James J. Simons
Stanford K. Smoker
Leon Sultan
Robert B. Taylor
Judge George W. Tedder, Jr.
Florence M. Tustison
Kenneth F. Vordermeier
Thomas J. Walker
Elmer F. Weigle
Judge Louis Weissing
Bernie B. Welch
Dr. Juan S. A. Wester
E. Thomas Wilburn
Zebedee W. Wright
Virginia S. Young
Dr. Walter C. Young
Dr. Marcus J. Zbar
William K. Zinke

Foundation Contributors

Sondra Bleicher Memorial Fund
Elmer E. Rasmuson Fund
James F. Minnet, Jr. Endowment Fund

Advisory Committees
Technical Education

Aerospace

Charles A. Poulton
Carlton W. Hamilton
Athley K. Gamber
Robert D. Walker
Robert Rawls
L. E. Wagener

Air Conditioning & Refrigeration Technology

Alvin Coy
Charles Keast
Everett P. Palmatier
Bud Stolley
Roger Wallace

Architectural Technology

Lawrence Browning
Alberto Gomez, A.I.A.
Charles S. Houha, P.E.
William McMahon, A.I.A.
Don Zimmer, A.I.A.
Sheldon Israel, C.S.I.

Banking

Donna Waldron
Dennis P. Clark
Richard Kirby
Edward Leach
Debbie Long
Forrest Rockett
Barbara Webb

Commercial Art

Eli Barry
Jim O'Connor
Richard Posan

Corrections

Judge M. Daniel Futch, Jr.
H. Squier Hanni
Raymond A. Long, III
Chief Vincent A. Miro
Judge Frank Orlando
Verne C. Thornton

Criminal Justice Institute

Chief Leo Callahan
Judge Patricia Cocalis
H. Squier Hanni
Judge John Ferris
Chief William Neal
Chief Sam Martin
Judge Thomas J. Reddick, Jr.
Mike Satz
Alan Schreiber
Shelden Schlesinger
Chief Bernard Scott
Sheriff Edward Stack
Howard Sypher
David G. Vinikoor

Data Processing

Karsten Rist
William Fuss
James Williams
Joseph Godfrey
Don Fodal
Robert Tritt
James Brokaw
J. D. Traxler

Dental Assisting

Valerie Torino, C.D.A.
Diane Brammer, C.D.A., R.D.H.
Pamela Costar, C.D.A., R.D.H.
Robert Uchin, D.D.S.
Monroe Ruda, D.D.S.
Robert Selz, D.D.S.
Mervyn Dixon, D.D.S.

Dietetic Technology

Helen Capillo, RD
Margaret Crepeau, RD
Leonard Freedman
Christine Galarneau, RD
Jerry Hermanson
Alice Kriss, RD
Arthur Maguire
Paul Zimmerman
Marline Steers
Carol Testa, RD
Elizabeth Vernicek
Ruth Waskey, RD
Dorothy Wenger, RD
Douglas N. West
Jane Wynn

Electrical Engineering Technology

William B. Flewellen, Jr.
Tracy Smith
William McKenzie
John Horan
Doug VanEpps
Arnold M. Velazquez

Electronic Technology

Arthur Burns
Winton Boone
Ricardo Carreras
Hal Krohn
Howard Hayakawa
Al Hoover
Wesley Jory
Roger Young

Emergency Medical Technology

Jere Creed, M.D.
R. S. Dellerson, M.D.
John Gardella
Pat Martinez, R.N.
Jean Ready, R.N.
George Rhodes, M.D.
Viola Regan, R.N.
Jack Stevens
Leatrice Turlis, R.N.
D.D. Wells, M.D.
Sheryle Wills, R.N.

Fire Science Technology

Robert Arndt
Chief Edward Bailey
Chief Robert Bollio
Chief John Coyne
Chief Eugene Jewell
Captain John Sullivan
Chief George Tillinghast
Chief John McElliott
Mogen G. Just

Restaurant/Food Service Administration

William Fleischman
Charles Fredy
Hubert Heilman
Kern Mattei
Kevin Sullivan
Michael Burgio
Sam Studiale

Hotel/Motel Administration

Jack Allen
Michael Koch
Jed White
Irving Deibert
Elaine Reynolds
Bert Fraser
William F. Wernersback

Insurance (General)

D. Thomas Fazio, CPCU
Joseph Gazzi
Rocci Lombard
Irene McKee, CPCU
Roy A. Hoisington, Jr., CPCU
Sherryl Miles, CPCU
Joan Skirde
Chester Tozzi
Walter G. Williams, Jr., C.I.C.
Wayland H. Elam, Jr., CPCU

Insurance (Life)

Robert O. Cash, Jr., CLU
H. Sherman Davis, CLU
Murray Donitz, CLU
Morton L. Esan, CLU
Andre Faucher, CLU
Erven S. Friedlander, CLU
Kenneth M. Fusco, CLU
Arnold G. Haroldson, CLU
Jerome Levine, CLU
Richard L. Marks, CLU
William E. Sallade, II, CLU
William F. Scott, CLU
Robert W. Weiss, CLU

Interior Design

Lillian Barber
Dorothy Segal

Landscape Technology

John Coan
David DeBra
Sid Howman
George Knorr
Anli Kruger
J. Roland Lieber
David P. B. McLean
Don Murray
Dennis J. Nolan
Don J. Poling
Howard Van Wert
Lewis Watson

Marketing Managment

Joseph Bullock
Wayne Cordero
Tom McPherson
Charles Frankel
Steven Shelton
Beverlee Rennard

Medical Assisting

Bruce Burgess, M.D.
Theresa Hayes
George Reynolds, M.D.
Ann Jordana, C.M.A.
Betty Ann Slifka, C.M.A.
Donald Plevy, M.D.
Carlos Carrasquilla, M.D.
Cathy Harrelson, C.M.A.
William G. Stafford
Gilberto Wanderley,M.D.

Medical Laboratory Technology

Al Blum
Gibson Cameron
Michael Felder, M.D.
Carol Harper, TB (ASCP)
Russell Jones, M.D.
Art Danna, MT
Diane Thoman, MT (ASCP)
Ethel Gerakas, R.N.
Mary O'Conner, MT (ASCP)
Suzanne Sauls, MT (ASCP)
Joan Glenn, (MLT (ASCP)
Patricia Gaiefsky, MT (ASCP)
Linda Hyde, MT (ASCP)

Minority Affairs

Edith Burchelt
Beauregard Cummings
Clifford Dudley
Larcelous Edwards
Samuel Hearns
Joyce Holmes
Fannie Johnson
Floyd Johnson
Evelyn Lewis
Rosa Lawson
James Maultsby
Silvia Poitier
Edna Potter
Margaret Roach
Leroy Stokes
Mildred Thomas
Ernestine Turner
George Weaver

Nursing Technology

Cora Braynon
Alan Podi's, M.D.
Clare Goode, R.N.
Joseph Kump, M.D.
Eileen Flesci
S.T. Lewis
Nancy Oehler, R.N.
Janice Osteen, R.N.
Jean Ready, R.N.
Norman Silverman, M.D.
Eleanor Smith, R.N.
Jack Stephens
H. W. Thompson
Marian Thompson, R.N.
Julia Trenker, R.N.

Pest Control Technology

Frederick M. Diehl
F. R. DuChanois
Ted Barrow
Steven Tendrich

Physical Therapist's Assistant

B. J. Collister, P.T.
Barney C. Horvath, M.D.
Patricia Browne, P.T.
David Fischer, P.T.
Irwin Ravin, P.T.
James Thomaselli, P.T.
Carl Forgerson, P.T.
Deborah Stern, P.T.
Anne Williams, P.T.
Julia Fritz, P.T.
Kathy Nourse, P.T.
Mary Beth Halversen, P.T.
Elsie Spechler, P.T.
Peggie MacLaggan, P.T.
Emmett Shaughnessy, P.T.
Karen Schecter, P.T.
Linda Duggan, P.T.
Marvin S. John, P.T.
Elizabeth Federico, P.T.
Charles Shapiro, P.T.
David Glover, Asst. Adm.

Police Science

Chief Leo Callahan
Chief Gary Morton
Assistant Chief LeRoy Hessler
Chief John H. Tighe
Chief Bernard Scott
Sheriff Edward Stack

Pollution Prevention and Control Technology

Michael Scottie
Jim Baxter
Taylor Calhoun
John Hayes, Jr.
Frank Hoble
Allen Roberts
Tom Mueller

Public Administration

Woodward Hampton
Richard Anderson
Peter Korn
Howard Sypher
Robert C. Johnston
Phyllis Ward

Purchasing Management

Dorothy Jean Holcomb
Betty Gregory
Edward Sullivan
George H. Wolf

Radiation Therapy

George Adams
Herbert Brizel, M.D.
Wallace Buchanan, M.D.
Ivor Fix, M.D.
Ernesto Fonts, M.D.
David Glover
Komanduri Charyulu, M.D.
Pavlov Houdek
Rubin Klein, M.D.
Mary Jane Loser
Nancy Marx
Sr. M. Mercy McGrady
Michael Meredith
Kenneth Monson, M.D.
Mario Vuksanovice, M.D.

Radiologic Technology

Rudolph Ahorner
Maria Coffey
George Cottrell
Leon DeGrove
Bobbie Dixon
David Glover
Joseph Hutlas
Robert Leibeskind, M.D.
Jan Leifer
Stanley Margulies, M.D.
Leo Mazur
Raymond Parks, M.D.
Edward Zalaznik

Records Management

Cathy Anderson
M. W. Avery
Kenneth Chmiel
Al Fields
Thomas M. Hay
Richard B. Morgan
Susan Sinclair
Richard K. Vise
Allen Waters
Barbara J. Webb

Respiratory Therapy

Greg Anderson
Milton Braunstein, M.D.
Pete Pequegnat, M.D.
Sandra Kessler
Frank Sacco
Jim Freund
Tom Futch
Edwin S. Klotz, M.D.
Thomas J. Ormsby, M.D.
Richard Walker
Richard Stull
Will Trower
Norman H. Wasserman, M.D.
Leon Wendell

Savings and Loan

Eva Burkard
Jim Dearing
Joan Findlay
Perry LaCaria
Gloria Leltera
Dorothy Snow
Bonnie Trappe
Alan Yablonsky

Secretarial Science

Ruth Brewer
Ursula Elve
Louise Ensminger, CPS
Carol P. Harper
Edward C. Lawrence
Ralph Parilla
Kathryn Smithers

Tourism Industries

Paul Frisby
Ellen Hendy
Tommy Mercer
Julianne Pichowski
E. Stuart Sharpe
Robert H. Six
Bryant A. Workman

Scholarship Donors

Abiding Savior Luthern Church
Anthony Adragna Memorial Scholarship
A.E.S.O.P.
Airlines Stewardess Association
American Business Women's Association—
Biscayne Chapter
American Legion Post 277
American National Bank
Associated General Contractors
Beach Hospital Auxiliary
Blanche Ely Class of 65
B.C.C. North Athletic Boosters
Bnai Brith Herzl Lodge No. 2764
Broward County Association of Media Specialists
Broward County Classroom Teachers Association
Broward County Council of P.T.A.
Broward County Restaurant Association
Broward General Medical Center Auxiliary
of Ft. Lauderdale
Broward County Teachers Credit Union
Broward Educational Secretaries Association
(BESA)
Robert Bubier Memorial Scholarship
Paul Buck Memorial Scholarship
Business & Professional Women's Club, Inc.
Charles A. Byrne
Cleveland District Golf Association
Coconut Creek High School
Conn. Higher Education Loan
Cooper City High School
Coral Ridge Women's Club
Coral Springs Woman's Club
Cornell University
Dania Improvement Committee
Helen Ann Dean Memorial Nursing Fund
Deerfield Beach High School
E.O.C.G.
Dario Escobar
Eta Phi Beta Sorority, Inc., Iota Chapter
F.A.A.
Federal Little League Concession Stand
F.B.H. Church of Florida
Florida Atlantic Music Guild
Fla. Gold Coast Chapter of the Hotel Sales
Management Association
Florida Hotel Motel Association
Florida Peace Officers Ladies Auxiliary
Florida Power & Light
Fort Lauderdale High School
Fort Lauderdale News
Fort Lauderdale Woman's Club
Fort Lauderdale Women's Civic Club
Dorothy Gaffney Memorial Scholarship Fund
Gemini Women's Club
Gold Coast Chapter for Mentally Retarded, Inc.
Gordon Jewelry Corp.
Gore Publishing Co.
Hallandale Civic Center Fund
Hallandale Community Council Scholarship
Hubert Heilman
Hollywood Florida Scholarship Foundation, Inc.
Hollywood Hills High School
The Homestead Scholarship Fund
Imperial Point Woman's Club
Junior Achievement of Broward County
Kingston High School
Florida Kiwanis Foundation
Kiwanis Club of Southside—Foreign Student Loan
Madonna Academy
McArthur Dairy
McArthur High School
McDonald's
Mrs. Edith McMillion Memorial Scholarship
Memorial Hospital Auxiliary
James F. Minnet, Jr., Memorial Scholarship
Mt. Herman A.M.E. Church, Inc.
National Council of Jewish Women—
Hollywood Center
National Council of Jewish Women—
North Broward Section
National Secretaries Association,
Hollywood Chapter
Navy Relief Society
Neighborhood Youth Corp.
New Jersey Higher Education
New York Higher Education Assistance Corp.
North Broward Hospital Auxiliary
North Broward Society of the Symphony
Northeast High School
Nova High School
Peabody Football Boosters Club
Peg's Pantry
Phi Theta Kappa—Omega Phi Chapter
Piper High School
Plantation High School
Plantation Orchid Society
Pompano Beach High School
Pompano Beach Women's Club
Mrs. Robert G. Ragsdale
Rotary Club of Hollywood
Rotary Club of Ft. Lauderdale—
Foreign Student Loan
Rotary Club of Southwest Broward
Anthony J. Samal Memorial Scholarship Fund
Ruth Schmidt Music Scholarship
Sigma Delta Chi
Sinawik Club of Ft. Lauderdale
South Broward High School
South Florida Chapter of the Association of
Legal Administrators
South Plantation High School
Stewardess Alumni Association
Stranahan High School
Sweeting Foundation Fund, Inc.
United Airlines Foundation
U.S. Coast Guard Wives Club of Washington, D.C.
Welcome Wagon of Hollywood
Winn-Dixie Stores, Inc.
Woman's Auxiliary to Broward County Medical
Assoc.—Central Branch

Woman's Auxiliary to Broward County Medical Assoc.—North Branch
Woman's Auxiliary to Broward County Medical Assoc.—South Broward Branch
Women's Auxiliary to Broward County Dental Association
Youth Symphony Association

Definitions of Terms

A.A.—Associate in Arts degree (See description under "VI Programs of Study")

A.S.—Associate in Science degree (See description under "VI Programs of Study")

Academic Average—Total of grades on all college courses attempted, exclusive of repeats.

Accreditation—Certification that the college has met established standards and is nationally recognized by the regional accrediting association.

Activity Hour—A non-class time set aside in the early afternoon for student activities and various presentations.

Academic Suspension—Student must leave college for one major term when a student reaches minus 20 quality points below a "C" average.

Advanced Placement—Earning of college credits prior to enrollment at the Community College by passing certain examinations, as those by the College Entrance Examination Board.

Articulation Agreement—Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

Audit—Regular credit courses taken for non-credit.

Cancelled Class—Insufficient number of students enrolled or other reasons for not holding class.

Career Programs—Two-year Associate in Science Degree programs with courses designed to prepare the student for a specialized occupation.

Class Period—Normally a clock hour per week per credit hour carried.

Closed Class—Class that has been filled to capacity or needs special permission to enter.

College Level Examination Program—CLEP is credit by examination by College Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.

Continuing Education—A variety of subjects offered at numerous locations to members of the community in short, non-credit courses, with nominal expense to the student.

Corequisite—A course required to be taken at the same time as another course.

Credit By Examination—College credit in specified subjects granted by successful completion of local or national tests.

Credit Hour—A semester hour of credit usually equal to the number of hours per week the class meets per term. There are a number of exceptions.

Dual Enrollment—A student enrolled at two educational institutions concurrently.

Early Admission—By special approval high school seniors may enroll in college classes for credit prior to their high school graduation, with the credits later applicable toward a college degree.

Fee—A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.

Full-Time Student—Enrollment for twelve (12) or more semester hours in Term I or II or six (6)or more semester hours in Term I or II or six (6) or more semester hours in Term IIIA or IIIB.

General Education—Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.

Grade—Alphabetical measure of academic success ranging from superior to failure.

Grade Point—The value ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining an academic average.

Grade Point Average (GPA)—Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.00 downward.

Graduation Evaluation—Every student is required to have a graduation evaluation one term prior to graduation. A graduation evaluation is done by the counseling office to assure that all of the requirements have been filled. Students are responsible for making the arrangements to have them done.

Grant—Funds awarded for college expenses to qualified students in financial need.

HPR—Health & Physical Recreation.

Independent Study—Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction.

Non-Credit—A course for which no college credit can be granted.

Part-Time Student—Enrollment for less than twelve (12) semester hours in Term I or II or for less than six (6) semester hours in Term IIIA or IIIB.

Prerequisite—A course which must be satisfactorily completed before taking the next higher level related course.

Probation—A status under which a student attends the college with a less than satisfactory academic overall average.

Project Ahead—Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.

Provisional Student—One seeking a degree who has not met all the necessary requirements of admission.

Quality Points—Is the value obtained by multiplying the grade point by the number of semester hours.

Quarter Hour—Is two-thirds of a semester hour.

Residency—To qualify for in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

Scholarships—Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

Semester—Half of a normal school year, the usual college year has two semesters, fall and spring, usually 16 weeks in length.

Semester Hour—"See credit hour."

Special Services—Support, counseling, testing, tutoring and other services provided to students qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

Special Student—Student who does not have a high school diploma or GED.

Student Activities—Various projects, endeavors, contests, and functions of an extra-curricular nature engaged in by students under college sanction.

Student Classification—As to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

Student I.D.—The most commonly used form of identification is the student "Fee Card" which is the receipt received when paying for classes.

Student Load—Number of credit hours carried each term.

Study Hours—Normally a minimum of two hours of study is required for each hour the class meets.

Summer Term—The summer term is divided into terms IIIA and IIIB which are approximately 6 weeks in length.

Suspension—Student status when terms of academic or other probationary period expires without removal of the cause of probation and the student is no longer permitted to attend college.

TBA—To Be Arranged.

Transcript—Official record in Registrar's Office of all college courses taken by the student.

Transfer Student—One who comes from or goes to another educational institution for academic pursuit.

Transient Student—One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

Tuition—Financial charge for each credit hour of instruction.

University Parallel—Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain pre-professional subjects.

Withdrawal—Removal from a class and/or college via completion of proper forms in the Registrar's Office.

INDEX

Academic Advisement 16
Academic Honors 24
Academic Loan 20
Academic Personnel 176
Academic Regulations 22
Accelleration Mechanism 23
Accounting:
  AA degree *see program sheets
  AS degree program 58
  Certificate 72
  Courses 116
Accreditation 12
Adding, dropping or changing schedule 22
Administration 172
Administrative Boards 172
Administrative Systems AA Degree Program *See Program Sheets
Admissions: 13
  Procedures 13
  Requirements 13
  Allied Health Technology Students 15
  Dual Enrollment 14
  Early Admission 14
  International Students 15
  Transfer Students 14
  Transient Students 14
  Under Special Conditions 14
Advanced Placement 23
Advisement 16
Advisory Committees 183
Aerospace Technology, Department of 83
  Courses 116
AIB Certificates 60
Airline Careers, AS degree program 60
Allied Health Technology Division 41
Air Conditioning & Refrigeration, AS degree program . 85
  Courses 117
Air Traffic Controller, AS degree program 84
Allied Health Continuing Education Courses 41
Allied Health Technology Students, Admission Procedure 41
Alumni 29
American Institute of Banking 60
Anthropology, AA degree program *see program sheets
  Courses 118
Applied Music, Individual Instruction 94
Architecture, AA degree program *see program sheets 86
Architecture Technology, AS degree program 86
  Courses 118
Art, AA degree program *see program sheets
Art, Department of 92
  Courses 119
  Program 92
Associate in Arts Degree, Curricula offered 35
Associate in Arts, (what is it) 35
Associate in Arts Degree Requirement 35
Associate in General Studies 40
Associate in Science, Curricula offered 38
Astronomy, AA degree program *see program sheets
  Courses 121
Athletics 27
Audit 24
Aviation Administration, AS degree program 83
  Courses 116
Banking, AS degree program 60
  Certificate 60
  Courses 121
Basic Opportunity Grant 19
Biological Science, Department of 95
Biology, AA degree program *see program sheets
  Courses 122
Board of Trustees 172
Bookstore 21
Building Construction, AA degree program *see program sheets
  Certificate Program 87
  Courses 87
Business Administration, AA degree programs *see program sheets 58
  AS degree 58
Business Administration, Division of 58
Business Education, AA degree program *see program sheets 58
Business Law Courses 123
Cancellation of Previous Unsatisfactory Record 23
Career Pilot, AS degree program 85
Career Planning 17
Career Planning & Placement Services 17
Central Campus Administration 173
Certificate Programs, Curricula offered 39
Chemistry, AA degree program *see program sheets .. 95
  Courses 123
Child Development in Home Economics, AA degree program *see program sheets 35
Chiropractic, AA degree program *see program sheets ..
Class Attendance 23
Classification of Students 23
Clerical-Typist Certificate Program 73
Clubs, Organizations, and Programs 27
College Administration 173
College Calendar, 1978-80 7
College Level Examination Program 23

Common Course Numbering System 111
Communications, Division of 76
Communication for Second Language Student 76
  Courses 124
Community Services 40
Computer System/Science, AA Degree program *see program sheets (also see index under "Data Processing") 87
Conduct 22
Consortium, Library Privileges 26
Contracting & Civil Engineering, AS Degree Program 86
  Courses 125
Cooperative Education, Program 109
  Courses 126
Corrections, AA degree program 79
  AS degree program 80
  Certificate 80
  Courses 127
Correspondence and Extension Courses 23
Counseling 17
Course Descriptions 114
Court and Conference Reporting, AS Degree Program . 61
Credit Union Leadership Training, Certificate Program 72
Credit, Unit of 22
Credit for Experience in Technical Areas 22
Crime Scene Technology, AS degree program 82
Criminal Justice, Department of 78
Criminal Justice Institute 78
Criminal Justice, AS degree program 81
  Courses 127
Cultural Programs 30
Curricula Offered, Associate in Arts Degree Program . 35
Curricula Offered, Associate in Science Degree Programs 38
Curricula Offered, Certificate Programs 39
Data Processing Technology 87
Data Processing, AA degree program *see Computer Science 87
  AS degree program 87
  Business Option 87

Engineering-Scientific Option 87
Certificate 89
Courses 128
Degree Requirements
(For technical Education see particular program)
Dental, AA Degree Program *see program sheets 41
Dental Assisting, AS degree program 43
Certificate 42
Courses 128
Diagnostic Ultra Sound Courses 129
Certificate 43
Dietetic Technician AS degree program 99
Management Option 99
Nutrition Option 99
Courses 130
Directory of Academic Personnel 174
Distinguished Service Award 182
District Board of Trustees 172
Directory of Correspondence 172
Drama AA degree program *see program sheets
Program 92
Courses 169
Dropping, Adding or Changing Schedule 22
Dual Enrollment 14
Early Admission 14
Economics, Courses 131
Education Opportunity Grants 19
Education, Elementary, Secondary AA degree Program *see program sheets
Courses 131
Electrical Engineering Technology, AS degree program 89
Courses 132
Electronic Engineering Technology, AS degree program 89
Communication Option 90
Digital Option 90
Courses 132
Emergency Calls 173
Emergency Medical Technology, AS degree program 45
Courses 133
Engineering, AA Degree Program *see program sheets
Courses 134
Engineering Technology, Division of 83
Engineering Technology Curriculum Requirements 83
English, AA degree program *see program sheets
English, Department of 76
Courses 135
Honors Program 76
Entrance Requirements 13
Allied Health Students 15
Dual Enlistment Students 14
Early Admission Students 14
International Students 15
Transfer Students 14
Equal Opportunity Employment Policy 12
Examinations & Tests 23
Faculty 176
Fashion Merchandising, AS degree program 62
AA degree program *see program sheets
Courses 136
Fees 31
Finance Courses 137
Financial Aid 18
Fine Arts & Cultural Programs 30
Fire Science, AS degree program 101
Certificate 102
Courses 137
Florida Horticulture Industries Certification Board 96
Food and Nutrition, AA degree program *see program sheets
Food and Nutrition, AS degree program 99
Food services 27
Food Service Certificate Program 104
Courses 140
Foreign Language, AA degree program *see program sheets
Foreign Language, Department of 77
Foreign Students (See International Students) 15
Foreign Studies 109
Forestry, Forest Products Technology, Forest & Wildlife AA degree program (see program sheets)
Foundation 182
Fraternities and Sororities 29
French, Courses 138
General Business, AS degree program 61
Geography, Courses 138
Geology, AA degree program *see program sheets
Courses 139
German Courses 139
Glossary 188
Grades and Records Policy 24
Graduation and Degree Requirements 24
Grants and Scholarships 19
Health Courses 142
Health, Physical Education and Recreation, Division of 91
Health, Physical Education and Recreation, AA degree program *see program sheet
Courses 141
Health Services 27
History of College 11
History, AA degree program, *see program sheets
Courses 139
Home Furnishing, Marketing, AS degree program 62
Home furnishing courses 140
Honors at Graduation 25
Honors Courses 140
Honors Program 140
Horticulture (see Landscape Technology) 95
Hotel Restaurant-Institution/Administration, AS degree program 102, 103
Courses 140
Housing and Interior Design, AA degree program *see program sheets
Humanities Division 92
General Education (University Parallel Requirements) 36
Income Tax Preparation, Certificate Program 72
Insurance
Insurance, AS degree program 59, 63
Agents qualified AS degree program 66
Chartered Life Underwriter AS degree program 67
Chartered Property & Casualty Underwriter, AS degree program 67
General Insurance, AS degree program 65
Insurance Careers Program AS degree program 63
Insurance Solicitors AS degree program 65
Life Insurance Marketing AS degree program 66
Courses 144
Inter-Institutional Relations 27
Interest Clubs 29
Interior Design, AA degree program * program sheets
International Students 109
Courses 124
Intramural Sports Program 28
Journalism, AA degree program *see program sheets
Journalism and Publication, Department of 77
Courses 148
Landscape Technology, AS degree program 95
Courses 148
Language, Department of Modern Foreign 77
Latin American Studies, AA degree program *see program sheets
Law-AA degree program 78
Law Enforcement, AA degree program *see program sheets
Learning Resources 26
Library 26
Loans 20
Management, AS degree program 68
Marketing Management, AA & AS degree program *see program sheets 59, 68

Courses 149
Mathematics and Science Division 95
Mathematics, AA degree program *see program sheets 95
Courses 151
Medical, AA degree program *see program sheets
Medical Assisting Technology, AS degree program 46
Certificate 47
Courses 152
Medical Laboratory, AS degree program 48
Courses 153
Medical Technology, AA degree program *see program sheets
Military Science Courses 153
Modern Foreign Language, Department of 77
Motion Picture Technology
Courses 120
Music, Department of 93
Music, AA degree program *see program sheets
Music Education, AA degree program *see program sheets 93
Music, Programs 93
Activities 93
Courses 154
North Campus Administration 173
Nursing, AA degree program *see program sheets
AS degree program 49
Courses 155
Nutrition, AA degree program *see program sheets
AS degree program *see Dietetic Technology 57
Courses 155
Oceanography, AA degree program *see program sheets
Occupational Therapy AA degree program *see program sheets
Optometry AA degree program *see program sheets
Orientation 20
Overseas Study Program 109
Pest Control Technology, AS degree program 96
Courses 158
Pharmacy, AA degree program *see program sheets
Pharmacology, Courses 158
Philosophy, Department of
Courses 159
Philosophy of the College 11
Physical Education, AA degree program *see program sheets
Courses 141
Physical Science, Department of 95
Courses 159
Physical Therapist Assistant, AS degree program 51
Courses 159
Physical Therapy, AA degree program *see program sheets
Physics, AA degree program *see program sheets
Courses 159
Placement and Career Planning Services 17
Placement Testing 17
Police Science, AS degree program 81
Certificate program 80
Courses 127
Political Science, AA degree program *see program sheets
Courses 160
Pollution Prevention and Control, AS degree program *see program sheets 104, 105, 106
Courses 160
Pre-School and Day Care Center, Certificate 108
Professional and Academic Groups 29
Program sheets
Psychology, AA degree program *see program sheets 108
Courses 161
Public Administration AS degree program *see program sheets 106, 107
Courses 161
Public Services Division 99
Purchasing Management AS degree program 69
Purchasing Courses 162
Purposes of the College 11
Radiation Therapy AS degree program 52
Certificate 53
Courses 162
Radio-Television AA degree program *see program sheets 35
Radiologic Technology, AS degree program 55
Radiologic Technology Special Degree Program 54
Courses 163
Reading Communications, Department of 77
Courses 164
Real Estate, AS degree program 69
Courses 164
Records and Grade Policy 24
Recreation, AA degree program *see program sheets
Courses 142
Courses .....
Refund Policies 31
Registration 16
Religion, AA degree program *see program sheets 35
Courses 165
Religious Clubs 29
Repetition of Courses 24
Requirements of Associate in Arts Degree 35
Requirements of Associate in General Studies 40
Respiratory Therapy Technology, AS degree program .56
Courses 166
Residence 25
Russian Courses 166
Schedule Changes 22
Savings and Loan Career AS degree program 70
Courses 121
Scholarships 19
Scholarship Donors 186
Scholastic Honorary Groups 29
Scholarship Standards 24
Science, Department of 95
Secretarial Science, AA degree program *see program sheets 59
Secretarial AS degree program 74
Executive or General 74
Legal 74
Medical 74
Certificate Programs 73
Courses 155
Service Clubs 29
Sites and Buildings 12
Small Business Administration, Certificate Program .. 73
Social Science, Division of 108
Social Welfare, AA degree program *see program sheets 35
Sociology, AA degree program *see program sheets ... 35
Courses 167
South Campus Administration 73
Southeast Florida Educational Consortium 30
Spanish Courses 167
Special Programs 109
Special Services 109
Speech, Department of 77
Courses 168
Speech Pathology-Audiology, AA degree program *see program sheets 35
Special Services Courses 168
Special Student 14
Sports, Athletics 27
State Board of Education 172
State Community College Council 172
Statistics, Courses 169
Student Activities 27
Student Employment Program 20
Student Fees 31
Student From Unaccredited High School 14
Student Government 27
Student Publications 30
Student Workstudy 20
Table of Contents 3
Technical Education Programs Offered 38

Technical Education, Division of
Allied Health Technology 41
Business Administration 58
Criminal Justice 78
Engineering Technology 83
Public Services Technology 99
Term Combination 23
Term System 22
Theater, Department of 92
Theater, Courses 169
Tourism Industries Administration AA degree program
*see program sheets 103, 104
AS degree program 104
Courses 170
Traffic Management Courses 171
Transcripts 25
Transfer Students 14
Transportation 27
Ultrasound Certificate Program 44
Courses 129
Unit of Credit 22
University Parallel Degree Requirements 35
University Parallel Programs Offered 35
Unsatisfactory Record Cancellation Policy .....
Veteran Student 15
Veterinary Medical Assisting, AS degree program 57
Veterinary Medicine, AA Degree Program *see
program sheets 35
Where to go for Help 10
Withdrawals 22, 23
Workstudy Programs 20

NOTES

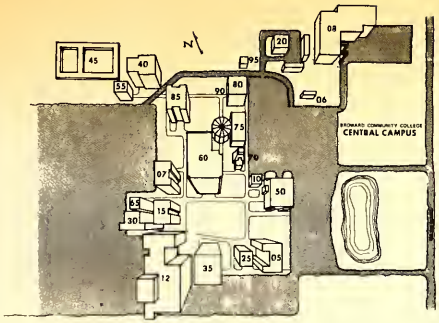
NOTES

NOTES

C

CAMPUS MAPS

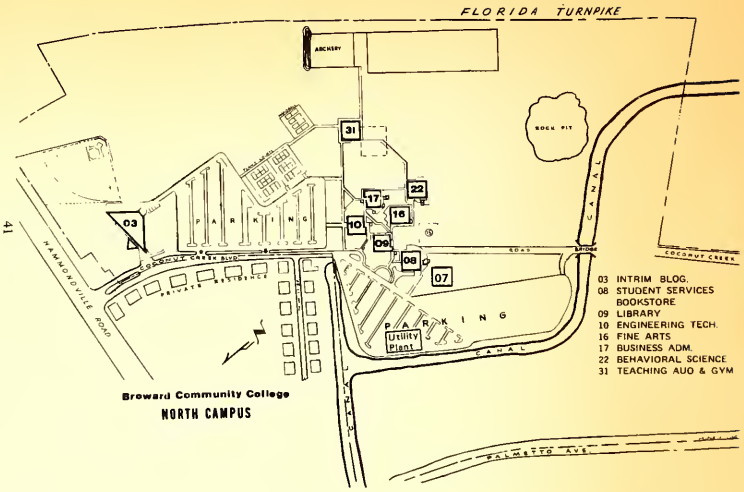
Central Campus
3501 Southwest Davie Road
Fort Lauderdale, Florida 33314



05 ADMINISTRATION
06 HORTICULTURE
07 STUDENT SERVICES
08 CRIMINAL JUSTICE
10 BOOKSTORE
12 RALPH BAILEY HALL & MUSIC BUILDING
16 CLASSROOM
20 PHYSICAL PLANT
25 DATA PROCESSING
30 LECTURE-THEATER
35 FINE ARTS
40 GYMNASIUM
45 AQUATIC COMPLEX
50 HOSPITALITY CENTER
55 MEN'S LOCKER ROOM
60 LIBRARY-LEARNING RESOURCES
65 FACULTY OFFICES
70 PLANETARIUM
75 SCIENCE
80 TECHNICAL LABORATORY
85 TECHNICAL CLASSROOM
90 STUDENT PUBLICATIONS
95 OBSERVATORY

*Shaded areas indicate parking.

North Campus
1000 Coconut Creek Boulevard
Coconut Creek, Florida 33063



03 INTRIM BLDG.
08 STUDENT SERVICES BOOKSTORE
09 LIBRARY
10 ENGINEERING TECH.
16 FINE ARTS
17 BUSINESS ADM.
22 BEHAVIORAL SCIENCE
31 TEACHING AUD & GYM

BROWARD COMMUNITY COLLEGE